



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 12 October 2016

Commencing at 9.00 am

Chief Executive Officer: Gary Wall

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

- | | | |
|----------|---------------------------|---|
| A | Accountability: | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i> |
| C | Community: | <i>Building partnerships and delivering quality customer service.</i> |
| H | Harmony: | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| I | Innovation: | <i>Encouraging an innovative and resourceful workplace.</i> |
| E | Ethical Behaviour: | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i> |
| V | Vision: | <i>This is the driving force behind our actions and responsibilities.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 12 October 2016

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1. Leave Of Absence

Nil.

2. Prayers

A representative of the Kingaroy District Ministers Association, Father Nigel Sequeira, offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Warren Truss Chamber, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 21 September 2016 as recorded be confirmed.

CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

IR No 1664588

Author Mayor, South Burnett Regional Council

Date 10 October 2016

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

Mayor Campbell presented his Economic Development, Governance and Communications Portfolio Report to Council.

Officer's Recommendation

That Mayor Campbell's Economic Development, Governance and Communications Portfolio Report to Council be received.

4.2 Governance (G)***Officer's Report*****4.2.1 G - 1664135 - Operational Plan 2016-17 Progress Report for July - September Quarter****Document Information****IR No 1664135****Author Manager – Social & Corporate Performance****Endorsed By Acting General Manager Corporate Services****Date 29 September 2016****Précis**

Operational Plan 2016-17 Progress Report for July - September Quarter

Summary

The Annual Operational Plan details the projects, services and initiatives that Council has planned to deliver for the 2016-2017 financial year. Pursuant to section 174(3) of the *Local Government Regulation 2012* a report must be presented to Council at regular intervals detailing the progress towards the implementation of the Annual Operational Plan.

In the course of the development of the first quarter progress report, it was prudent to review the annual operational plan key performance indicators. As a result of the review, the following amendments were made:

Branch	Section	Original Key Performance Indicator	Amended Key Performance Indicator
Finance Branch	Financial Planning / Reporting	2016-17 Statements presented to QAO before 25 October 2017 FAG Return accurately completed by 21 November 2017	2016-17 Statements presented to QAO before 25 October 2016 FAG Return accurately completed by 21 November 2016
Executive Services	Executive Services	100% delivery of Council meeting administration compliant with legislation 100% coordination of the review and update of Council's Policy and Procedures by December 31 Annual Budget Preparations Quarterly Budget Reviews	Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes 2017-2018 Annual Budget is prepared and adopted by Council by 30/06/2017 Quarterly budget reviews of 2016-

Branch	Section	Original Key Performance Indicator	Amended Key Performance Indicator
		<p>Ongoing monitoring of operational and capital expenditure</p> <p>Ongoing monitoring of staff levels</p> <p>Audit completed, recommendations review and implementation plan prepared</p>	<p>2017 budget are provided to Council no later than October, February, April and June</p> <p>85% of capital works programs are completed by June 30</p> <p>Organisational structures to be reviewed quarterly to ascertain relevance to operational needs.</p> <p>Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000)</p>

Officer's Recommendation

That the amendments to the Operational Plan 2016-2017 (Executive Services and Finance Branch) and the progress report for the July - September quarter be adopted.



SOUTH BURNETT
REGIONAL COUNCIL

Executive Services Operational Plan 2016-17

Mission: To provide effective executive services to and on behalf of the organisation
Officer Responsible: Chief Executive Officer
Responsibilities: Executive Services, Strategy Planning and Council Operations



SECTION EXECUTIVE SERVICES						
Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation						
Significant activities and services			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal and External Stakeholders Community	EXC4	Inform Consult Involve	Delivery of Council meeting administration compliant with legislation Policies are reviewed within relevant timeframes	On target On target
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	2017/2018 Annual budget is prepared and adopted by Council by 30/6/2017 Quarterly budget reviews of 2016/2017 budget are provided to Council no later than, October, February, April and June 85% of capital works programs are completed by June 30	Budget Preparation commences September Quarterly Review Completed 9.7% Completed by 31 August 2016
Sustainable Financial Management	Review Organisational Structure to ascertain appropriate levels of staffing for delivery of services Undertake an efficiency/productivity audit on selected Council operations	Internal Stakeholders Internal & External Stakeholders	EXC1 EXC3 EXC1	Inform Consult Involve Inform Consult Involve	Organisational structures to be reviewed quarterly to ascertain relevance to operational needs. Staff levels reviewed & monitored to achieve savings identified in budget (\$350,000).	Structure reviewed September Savings achieved by first quarter \$330,000



SOUTH BURNETT
REGIONAL COUNCIL

Economic Development Operational Plan 2016-17

Mission: To provide effective economic development services to and on behalf of the organisation
Officer Responsible: Manager Economic Development
Responsibilities: Economic Development.



SECTION		ECONOMIC DEVELOPMENT		
Mission: Create a Prosperous Region				
Significant activities and services				
Function	Description	Customer(s)	Link to Corporate Plan	
Performance Measurement				
	Key Performance Indicator	Engagement Level	Quarterly Review	
South Burnett Directions most effective organisation structure	Establish effective governance, operating and reporting structure that will enhance the delivery of long term economic development for the region.	Internal Stakeholders Business Community Wide Bay Burnett Regional Organisation of Councils	GO1	Structure developed through South Burnett Directions adopted by Council The Steering Committee has reviewed its operating structure and decided that it should remain unchanged for another 2 years as a committee of SBRC.
Reporting and communicating to the business community	Present an economic performance scorecard for the South Burnett to business leaders.	Internal Stakeholders Business Community	GO1	Annual business forum held Planned for January 2017
Economic development priorities recognised in the South Burnett Planning Scheme	The South Burnett Planning Scheme provides the pathway for the delivery of projects of regional significance.	Internal Stakeholders Business Community	GO2	Substantiated economic development input to the new Town Plan An awareness workshop has been conducted. A focus group work shop is planned for October 2016

SECTION ECONOMIC DEVELOPMENT		Significant activities and services					Performance Measurement	
Function		Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Business growth through forums and workshops	Hold business networking sessions, business development workshops, mentoring for growth and other programs that assist business to grow and provide employment.	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Develop and deliver a program of business development activities	The following activities undertaken: Networking function held with Kingaroy Chamber of Commerce members Capability Statement Workshop AGL Coopers Gap Wind Farm Business Forum		
Health Services	Grow health services that support the local community and increase employment opportunities	Community	EC3	Inform Consult Involve Collaborate	Identify, scope and plan new health services particularly to fill gaps in local services	New services introduced at Lady Bjeike-Petersen Community Hospital : Dentistry, Ophthalmology, Infusions, Scopes.		
Tertiary Education	Grow employment opportunities through education pathways	Business Community Students	GO1	Inform Consult Involve Collaborate	Facilitate conversations with universities and TAFE to identify and implement education programs	Ongoing		
Precinct Planning	Ensure business input to planning	Business Community	GO1	Inform Consult Involve Collaborate	Share and involve Business and Industry in the Kingaroy town planning and streetscape development.	Not Started		

Mission: Create a Prosperous Region

SECTION ECONOMIC DEVELOPMENT		Significant activities and services				Performance Measurement	
Function		Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Recognise business excellence	Together with business leaders seek nominations from local business to achieve recognition for business improvement and success together with supporting business excellence through business improvement workshops	Internal Stakeholders Business Community	GO1	Inform Consult Involve Collaborate	Hold a bi-annual regional Business Excellence Awards. Next program due in 2017	Not Started	
New Infrastructure	Identify capacity building opportunity through new infrastructure.	Internal Stakeholders Business Community	INF1	Inform Consult Involve Collaborate	Identify key infrastructure projects that benefit economic growth	Ongoing	
Tourism Development	Through the tourism reference group comprising of Tourism operator leaders identify and implement tourism growth projects	Business Community	GO3	Inform Consult Involve Collaborate	Implement the tourism strategy adopted in 2016 Produce an events strategy that supports events attracting visitors to the region	Ongoing	

Mission: Create a Prosperous Region

SECTION ECONOMIC DEVELOPMENT

Mission: Create a Prosperous Region

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Local business income growth	Develop a program that produces additional income flow through local businesses	Business Community	GO1	Inform Consult Involve Collaborate	Implement a buy local campaign with measurable outcomes	South Burnett Rewards (shop local program) electronic loyalty program has commenced, with television advertising. Project sponsorship has been secured.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Not started	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure	Ongoing	



SOUTH BURNETT
REGIONAL COUNCIL

Human Resources Branch Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

To provide human resource services and promote a safety first environment across the organisation.
Manager Human Resources
Employee Administration and Support Services, Workplace Health & Safety, Workplace Relations, Payroll and Organisational Development.

SECTION HUMAN RESOURCE ADMINISTRATION

Mission: To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Ongoing Reviewing PPE Inventory against budget in this Quarter

SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

Mission: To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Learning & Development	Learning and development support, coordination and delivery in line with Learning and Development Plan and budget allocation.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of Learning and Development requests processed within 14 days of receiving	Meeting KPI
Trainees & Apprentices	Manage traineeship and apprenticeship contracts and ensure trainees and apprentices are skilled to seek permanent employment on completion.	Internal Stakeholders	EXC3	Inform Consult	100% successful completion of Apprentice and Trainees employment contracts within required timeframes	Trainees reviewed monthly currently meeting training requirements. Apprentices monitored quarterly advancing their training
Employee recruitment, selection and retention services	Implement the recruitment, selection and retention policy.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of advertised positions have candidate appointed or status of selection reported. Convenors of all panels accredited in R&S by June 2017	Meeting KPI all supervisors and coordinators and team team leaders coached via Pot of Gold training in relation to obligations as chairperson of selection panels

SECTION EMPLOYEE ADMINISTRATION AND SUPPORT SERVICES

Mission: To provide human resource services, consultancy and support by working in partnership with the organisation, to engage, value and retain our people.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Human resources systems, support and administration services	An information system to develop, analyse and report on human resource measures that will assist and support effective management of labour resources.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% of the identified metrics rolled out by 30 June 2017 (number of reports currently reduced against proposed) Human Resource Policy and Procedures Manual to be developed by June 30 2017 Human Resource Management Standards review by June 30 2017 Workforce Planning Framework to be researched and recommendations to be developed by June 30 2017	Learning and Development reporting developed Absentism reporting developed, employee demographics finalised Ongoing Ongoing review subject to IR Legislative changes No progress this quarter

SECTION WORKPLACE HEALTH & SAFETY						
Mission: To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
WH&S Training	Training delivered in line with Council's Safety System; including external providers.	Internal Stakeholders Training Providers	EXC3	Inform Consult Involve	100% of all new employees to attend Corporate WH&S Induction within one month of commencement 100% of new employees to have site specific induction at time of commencement. 100% coverage of GM's and Managers to receive their role and responsibilities for WH&S.	Meeting KPI Meeting KPI Completed
WH&S System	Effective support, advice, policies, procedures and assistance in meeting all legislative requirements in relation to WH&S.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	Internal: Compliance with Safeplan system - Audit 80% Compliance at any point Audits are conducted as per EU requirements Implement the Health & Safety Strategic Plan by June 2017 as per EU requirements Delivery of EU's Elements within specified timeframes to ensure compliance with the regulators timeframes as described	Meeting Milestones of the EU. System Audit completed in this quarter with number of non-compliance reduced from 6 to 1 Workshop completed with the Consultant now expected to be complete December 2016 Meeting KPI

SECTION WORKPLACE HEALTH & SAFETY

Mission: To achieve a 'zero harm' workplace supported by appropriate Workplace Health and Safety (WH&S) and rehabilitation advice, systems, processes and procedures.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rehabilitation System	Effective consultancy, support, policies, procedures and assistance in meeting all legislative requirements in relation to Rehabilitation / Return to Work.	Internal Stakeholders	EXC3	Inform Consult Involve Collaborate	100% compliance with legislative standards	Meeting KPI

SECTION EMPLOYEE RELATIONS

Mission: To provide employee relations, advice and support services.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Employee relations, advice and support	Employee / industrial relations support.	Internal Stakeholders Unions	EXC3	Inform Consult Involve Collaborate	100% compliance with Council's dispute resolution procedure. Planning for Enterprise Bargaining Agreement subject to QRIC decisions	Meeting KPI Subject to Modern Award ratification and IR changes Planning is complete subject to QRIC advice

SECTION PAYROLL

Mission: To provide employees with payroll services and benefits and entitlements in accordance with legislation, relevant awards and Councils enterprise bargaining agreements (i.e. Certified Agreement Field Staff 2011 and Certified Agreement Officers 2011).

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Payroll services	Provide an efficient fortnightly payroll to Council employees and Councillors. Process all leave requests and timesheets.	Internal Stakeholders	EXC3	Inform Consult Involve	Accuracy of payments processed measured against the data provided to payroll. Maximum 5% error rate. 100% Payments made into employees accounts on pay Wednesdays.	Meeting KPI Meeting KPI



Corporate Services Department - Libraries Operational Plan 2016-17

- Mission:** To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.
- Officer Responsible:** General Manager Corporate Services
- Responsibilities:** Environment and Waste Branch, Natural Resource Management and Parks and Gardens Branch, Planning and Land Management Branch, Social and Corporate Performance Branch, Libraries.



SECTION CORPORATE SERVICES

Mission: To support Council provide appropriate organisational management and service delivery to internal and external stakeholders

Activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Organisational Performance	Development of Service Levels and KPI's	Internal / External Stakeholders	EXC2 EXC4 EXC6	Inform Consult Involve	Services monitored and provided in an efficient cost effective manner.	Still Pending
Organisational Performance	Leadership to promote teamwork and develop and maintain an appropriate culture within the organisation	Internal Stakeholders	EXC2 EXC3 EXC6	Inform Consult Involve	A team culture that strives to continuously improve service to internal and external customers.	Leadership and teamwork being focused on at section level by Managers with their applicable work teams
Informed Decision Making	Provision of appropriate advice, policy development and decision making to support Council	Internal Stakeholders	EXC2 EXC4	Inform Consult Involve	Policies and procedures developed and implemented as required to support organisational management	All policies and procedures within the Corporate Services Department are to be reviewed in accordance with the Policy Register.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	On Target

SECTION LIBRARIES						
Mission: To enhance the quality of life of our community via a library service that meets the needs of the community						
Activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Performance Measurement	Quarterly Review
Library Services, Collection and Facilities	Libraries providing library services and collection across the region to meet community needs	External Stakeholders	EC1 EXC2 EXC5 EXC6	Inform Consult Involve Collaborate	Identify target groups (including outreach) and implement relevant programs throughout 2016-17	Across SB Libraries Digital Literacy: 55 computer classes, 105 attendees Early Literacy: 20 Story Time sessions, 305 attendees; 22 Rhyme Time sessions, 274 attendees Family Literacy: 18 school holiday activities, 226 attendees Adult Literacy: 13 Author/Information Talks, 154 attendees; 8 Spanish lessons, 41 attendees Outreach: 83 group sessions, 521 attendees; 2 outreach sessions, 60 attendees; 4 school visits, 160 attendees; 5 Home Library Service visits
Library Programs	Delivery and administration of externally funded programs	External Stakeholders	EC1 EXC5 EXC6	Inform Consult Involve Collaborate	Delivery, administration and acquittal of externally funded programs	Book Grant acquittal completed for the 2015/16 financial year First 5 Forever report due end 2016 Fun Palace Grant report due end 2016
State Library of Queensland (SLQ) Service Level Agreement	Management of the SLQ service level agreement and annual book grant	External Stakeholders	EXC4 EXC5	Inform Consult	100% compliance with the SLQ service level agreement and annual book grant as at June 30	Meeting requirements

SECTION LIBRARIES						
Mission: To enhance the quality of life of our community via a library service that meets the needs of the community						
Activities and services						
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	INF1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	No program in place at this stage
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Meeting requirements



SOUTH BURNETT
REGIONAL COUNCIL

Environment and Waste Branch Operational Plan 2016-17

Mission: To serve the community through the provision of services which protect and enhance public and environmental health.
Officer Responsible: Manager Environment and Waste
Responsibilities: Public Health, Compliance, Environmental Protection and Waste Management.



SECTION PUBLIC HEALTH

Mission: To ensure public health issues are effectively managed in accordance with the relevant legislation.

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Public Health Licence applications and Routine inspections of licensed premises	<p>A Licence is required for certain activities as prescribed by the:</p> <ul style="list-style-type: none"> • <i>Food Act 2006</i> • <i>Public Health (Infection Control for Personal Appearance Services) Act 2003 - Higher Risk Personal Appearance Services</i> • <i>Residential Services (Accreditation) Act 2002</i> 	External Stakeholders Community	EC3	Inform	<p>90% of applications are to be assessed within 30 business days (as per legislative timeframes).</p> <p>90% of licensed premises inspected/audited at least once per financial year</p>	<p>First Quarter</p> <p>3 new Food Business Licence applications</p> <p>6 transfer of Food Business Licences &</p> <p>12 Temporary Food Licence applications were received.</p> <p>5 Water Sample applications received and undertaken.</p> <p>54% of licensable food businesses have been inspected for the 2016-17 financial year.</p>	
Public Health Complaint Management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	<p>90% of Customer Service Requests (CRs) actioned within six (6) working days</p> <p>90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours</p>	<p>First Quarter</p> <p>25 CRMs were raised.</p> <p>80% of these were actioned within the KPI timeframe.</p>	

SECTION COMPLIANCE (Local Laws)

Mission: To provide regulation of Council's Local Laws and other relevant legislation

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Certain Activities within the Local Government area requires an a Permit/Licence	A Permit/Licence is required under the <i>Local Government Act 2009</i> – Council Local Laws: Commercial Use of Footpaths Keeping of Animals Caravan Parks Kennels	External Stakeholders Community	EC3	Inform	90% of applications assessed within 20 business days 90% of all Permitted/Licensed Activities to be inspected/audited at least once annually.	First Quarter 17 new applications were received during this period. No Footpath Permits in the towns of Nanango, Kingaroy, & Wondai were audited/inspected. 1 inspection conducted for licensed Caravan Parks during this period. No inspections undertaken for the Keeping of Animals. There has been 4 applications made which are currently being processed. 0 Kennel inspections undertaken.	

SECTION COMPLIANCE (Local Laws)						
Mission: To provide regulation of Council's Local Laws and other relevant legislation						
Significant activities and services						
		Performance Measurement				
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Compliance Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders Community	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) [e.g. Dog Attacks] are actioned within forty-eight (48) hours	First Quarter The following CRMs were received in this Quarter. 310 Animal Management 18 Local Laws 72 Overgrown with 103 Property Enforcements raised 3 Signage 15 Dog Attack on Person 24 Dog Attack on Animal > 80% of non-urgent CRMs were actioned within the KPI timeframes. 100% of all urgent CRMs were actioned within target.
Abandoned Vehicles	Impound abandoned vehicles, where necessary, under the <i>Transport Operations (Road Use Management) Act 1995</i>	External Stakeholders Community	EC3	Inform	90% of identified abandoned vehicles to be removed/impound within 10 business days	First Quarter 12 CRMs were raised during this period. 90% of these CRMs were actioned within the required timeframes.

SECTION COMPLIANCE (Local Laws)

Mission: To provide regulation of Council's Local Laws and other relevant legislation

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Impoundment of wandering cats and dogs	Hold impounded animals for the prescribed timeframe.	External Stakeholders Community	EC3	Inform	100% of Animals held for the prescribed impound period, namely: For registered animals or the owner is known – impound for 5 days For unregistered or unknown owner – impound for 3 days	First Quarter 202 animals were impounded during this first quarter of this period. 100% of all impounded animals were held for the prescribed impound period. 193 new animals were registered during this quarter.

SECTION ENVIRONMENTAL PROTECTION

Mission: To ensure that activities which could affect the environment are effectively managed in accordance with the relevant legislation.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review
Environmental Authority Registration applications and Routine inspections of registered activities	A Registration Certificate is required for certain Environmentally Relevant Activities (ERAs) as prescribed by the <i>Environmental Protection Act 1994</i>	Environmentally Relevant Activity Registration Holders	EC3	Inform	90% of applications are to be assessed within 20 business days. 90% of registered activities inspected/audited at least once per financial year.	First Quarter 0 applications were received this period.
Environmental Protection Complaint management	Investigation in response to customer service request being generated.	Internal / External Stakeholders	EC3	Consult	90% of Customer Service Requests (CRs) actioned within six (6) working days 90% of urgent Customer Service Requests (CRs) actioned within forty-eight (48) hours	First Quarter 28 non-urgent CRMs were raised during this period. 80% of these applications were actioned within the timeframes. There where 36 General Waste CRMs received for the quarter.

SECTION WASTE MANAGEMENT

Mission: To provide effective Waste Management Services

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Corporate Plan Linkages	Engagement Level	Key performance Indicator	Quarterly Review	
Waste Collection Services	Provision of regular waste collection services	External Stakeholders Community	ENV2	Inform	99.5% of general refuse wheelie bins serviced at least once weekly	First Quarter Greater than 99.5 % of all general refuse wheelie bins were serviced at least once per week during this quarter. There were 119 CRMs received for the quarter in relation to the waste collection service.	
Environmental Compliance	Compliance with DEHP's registration conditions for Council's licensable Waste Facilities.	External Stakeholders	ENV2	Consult	90% of all Waste Facility audits conducted at least biannually.	41% of the first round of site audits has been completed.	
Legacy Landfills	Restore and monitor condition of Legacy Landfills	External Stakeholders	ENV2	Consult	The restoration of Legacy Landfills is being implemented in accordance with the adopted timetable in the Council's Waste Management Plan. Conduct 90% of all Legacy Landfill audits at least biannually.	81% of the first round of site audits has been completed.	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	ENV2	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Currently being compiled	

SECTION WASTE MANAGEMENT

Mission: To provide effective Waste Management Services

Significant activities and services					Performance Measurement	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	On target



SOUTH BURNETT
REGIONAL COUNCIL

NRM and Parks Branch Operational Plan 2016-17

Mission: To preserve, promote and protect the natural and cultural resources under the management of the South Burnett, with the provision of well-maintained and appropriate recreational and service infrastructure for a diverse range of environmental experience, education, opportunity and lifestyle choices.

Officer Responsible: Manager NRM and Parks
Responsibilities: Branch Administration, Natural Resources Management, Parks and Gardens and Cemeteries, Sport and Recreation, Commercial facilities

SECTION COMMERCIAL FACILITIES

Mission: To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.

Initiatives/Special Projects		Performance Measurement				
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Airports	To provide maintained Airports	External Stakeholders Community	INF1 EXC1	Inform Consult Involve	Participate and implement recommendations from CASA safety audit by June 30 Provide usage figures to stakeholders as per reporting schedule	Action plan to address the Non-compliance notices have been responded to and evidence provided has satisfied CASA requirements. There has been 807 glider and tug movements measured for Kingaroy. The runway counter devices have recorded the following uses: Kingaroy 1,173 Wondai 745
Recreational Dam Facilities	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EC3 GO3 EXC1 INF1	Inform Consult Involve	Well maintained recreational dam facilities Manage operational contract for onsite Managers ongoing to June 30 Provide usage figures to stakeholders quarterly	On-going. Yallakool Park on BP Dam has received a half star credit rating is now rated as 3.5 star facility. A review of the Managers Service Agreement has been undertaken with Council and Dam Managers. Currently working on updating service agreements. Occupancy figures Yallakool Park: Occupants - 2316, Net Revenue - \$144,696 Avg Length of Stay - 3.17days Occupants figures for Boondooma: Occupants - 3296 Net Revenue - \$142,410

SECTION COMMERCIAL FACILITIES

Mission: To provide maintained airports to assist with Regional Growth and contribute to Public Transport network.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Saleyards	To provide facilities that meet the demand of the target group users of the facilities	Internal / External Stakeholders Community	EXC1 INF1	Inform Consult Involve	Functional facilities that meet service delivery requirements Provide usage and sale figures to stakeholders ongoing to June 30	Avg Length of Stay - 2.29days Dipped - 5,557 head Sales - 2,232 head - \$2,701,907.00 Consignment - 219 head Holding Yards - 1,032 head Sprayed - 25 horses

SECTION PARKS AND RECREATION

Mission: Foster participation in social and physical activity by providing well planned recreational facilities, open space and parkland.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Open Space Plan	Actively plan for appropriate open space within the region	Internal / External Stakeholders Community	EXC1 EC1	Inform Consult Involve	Maintain/update 10 year capital plan ongoing to June 30	Capital plan up to date
Parks and Open Space network	Service and develop Parks and Open Space network and recreation facilities to meet community expectations and enhance community wellbeing	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Well maintained facilities for passive recreation Implement service schedules ongoing to June 30 Provide maintained playground to the appropriate Australian standard ongoing to June 30	Maintenance programs in place. Service Schedules updated and operating Playground inspection scheduled third Quarter
Rail Trail networks	Service and maintain Rail Trail networks	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Undertake annual inspection and schedule maintenance to address needs identified ongoing to June 30 Develop operational Rail Trail between Murgon to Kingaroy	Construction of RT continuing with 17km sealed and 10 bridges completed.

SECTION PARKS AND RECREATION

Mission: Foster participation in social and physical activity by providing well planned recreational facilities, open space and parkland.

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Facilitate and support sport development	To provide facilitate and support sport development	Community	EC3	Inform Consult Involve	Support the State Government in their delivery of information / education sessions for South Burnett sports community ongoing to 30 June Action plan developed and commenced addressing the recommendations from the Sports club survey 2014-15 by 30 June 2017 Representation at 75% of the Wide Bay Burnett Regional Recreation and Sport Steering Committee meetings providing South Burnett regional update by 30 June 2017	No information sessions in this quarter. Strategic Planning Workshop planned for 11 October, however numbers registered are low. Get Active Queensland Accreditation Program booked at the Kingaroy State High School on 17 October with over 100 registrations expected. On-going On-going. Water Trails (in the) Wide Bay Burnett project is completed with final proofs approved and is currently being printed for distribution within the month. It includes an A4 sized map and location listings from across the Wide Bay Burnett that features fishing, swimming, boating and all water activities. The first meeting of the new WBBROC Committee approved a print run of 25,000 booklets to be distributed through Visitor Information Centres, and other outlets throughout the region and beyond.

SECTION CEMETERIES

Mission: To provide well maintained cemeteries across the region

		Initiatives/Special Projects			Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Regional cemetery and associated services	Deliver regional cemetery and associated services that meet current and future burial and remembrance needs.	External Stakeholders Community	EXC1 INF1	Inform Consult	Maintain/update 10 year capital plan ongoing to June 30	Capital plan up to date, with annual Capex program started in Murgon. Services undertaken this quarter: Taabinga – 18 interments & 3 ashes Memerambi - 1 interment Nanango – 4 interments & 2 ashes Blackbutt - 2 interments Murgon – 7 interments & 1 ashes Wondai – 6 interments Mondure/Wheatlands – 1 interment Proston – 1 interment First quarter totals 40 interments and 6 Placement of Ashes

SECTION NRM & PARKS ADMINISTRATION

Mission: To provide quality administration.

		Initiatives/Special Projects				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Annual Budget completed and adopted. Both operating and capex budget within quarterly %	
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Capex 10yr program up to date Annual Capex program started at Hivesville Sportsground, Murgon Cemetery, Murgon Youth Park, Boondooma/Yalakool Storage Shed, Boondooma Helipad.	



SOUTH BURNETT
REGIONAL COUNCIL

Planning and Land Management Branch Operational Plan 2016-17

Mission: To support balanced development that preserves and enhances our region.
Officer Responsible: Manager Planning and Land Management
Responsibilities: Planning, Building and Plumbing Services



SECTION		PLANNING SERVICES						
Mission:		To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.						
		Operating activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review		
Development Applications	To manage the assessment of development applications across the South Burnett area	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications are to be assessed within the statutory timeframes	Target of 88% of 1 applications received processed within timeframe.		
Planning Enforcement	Investigate possible breaches of Planning Scheme	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	Investigations into two possible breaches at Memerambi and Brooklands-Pimpimbudgee Road, Nanango.		
New Planning Scheme for the South Burnett region.	Finalisation of the new Planning Scheme for the South Burnett region.	Internal/ External Stakeholders	EC1, GO1, GO2	Inform Consult	Receive Ministerial approval to proceed with Public Notification by July 2016 Complete public notification by October 2016 Adoption of Scheme by December 2016 Monitor implementation of new Planning Scheme to correct administrative errors and other omissions.	Proposed Planning Scheme on public display during August to the end of October.		

SECTION PLANNING SERVICES

Mission: To assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett region.

Operating activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Community Engagement Level	Key Performance Indicator	Quarterly Review	
Local Heritage Register	Preparation and adoption of local Heritage Register	Internal/ External Stakeholders	GO2, GO3	Inform Consult	Public notification of draft report and place cards completed by end July 2016 Local Heritage Register adopted by September 2016	Local Heritage Register adopted on 21 September.	
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	On target	
Local Law Review	Administrative review of current Local Laws	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Draft report completed by July 2016 Public Consultation completed by Oct 2016 Adoption by Dec 2016	Due to resource constraints the review is due for completion by December 2016. Public consultation to be completed by end of March 2017 Adoption likely by May 2017.	

SECTION BUILDING SERVICES		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Provide Council's Building Certification Service	Applications processed for new structures, additions, alterations and undertake compliance inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of development applications processed within statutory timeframes	Target has been met with 91% of applications received processed within timeframes.	
Building Searches	Process search requests	Internal/ External Stakeholders	GO2, EXC6	Inform Consult	95% of buildings searches completed within 10 business days	95% of request processed within timeframe.	
Building Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform	Respond to 90% of requests within 10 business days	On Target	
Pool Safety Compliance	Provide pool safety inspection service as per the requirements of the QDC and QBCC	Internal/ External Stakeholders	GO2	Inform	100% of pool safety certificates and/or non-conformity notice issued as required by the QBCC Respond to complaints and immersion incidents within the statutory requirements	On Target.	

Mission: To provide building regulatory services to meet legislative requirements.

SECTION PLUMBING AND DRAINAGE SERVICES

Mission: To provide plumbing and drainage regulatory services to meet legislative requirements.

Significant activities and services						Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Compliance permits and certificates for plumbing and drainage works	Assessment of plumbing and drainage application Undertake plumbing installation inspections	Internal/ External Stakeholders	GO2	Inform Consult	90% of assessment of plumbing and drainage applications within statutory timeframes Undertake inspections in accordance with statutory timeframes	95% of applications received processed within timeframe.	
Plumbing Enforcement	Undertake enforcement activities when potential breaches are identified	Internal/ External Stakeholders	GO2	Inform Consult	Respond to 90% of requests within 10 business days	On Target	
Audit of notifiable work	Undertake inspections based on available resources	Internal/ External Stakeholders	GO2	Inform	5% of notifiable works inspected for compliance based on list provided by State – Plumbing Application Service (PAS) and available resources	No inspections conducted.	
Administer register for HSTP and backflow prevention devices	Maintain register, forward notices and review of annual inspection reports by private plumbers	Internal/ External Stakeholders	GO2, ENV1	Inform	Register maintained and non-compliant installations inspected	Register maintained and reminder letters issued.	
Comprehensive trade waste audit program	Provide resource support to Infrastructure Department to conduct a comprehensive trade waste audit program	Internal Stakeholders	GO2, ENV1	Inform Consult Involve Collaborate	Provide resources within budgetary constraints to conduct trade waste audits	Resource support is available pending requests	



Social & Corporate Performance Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

To provide effective social, corporate and administrative services to and on behalf of the organisation
Manager Social & Corporate Performance
Branch Administration, Corporate Strategic / Operational Planning and Performance, Legal, Local Laws, Enterprise Risk Management, Internal Audit, Media Relations, Communications, Community Engagement, Corporate Marketing/Promotion, Corporate Governance, Community, Customer Contact, the Arts, Council Community Grants Program.

SECTION CORPORATE GOVERNANCE

Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation

		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Promote and support good governance activities.	To provide management and administration support to promote and support governance branch activities.	Internal /External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% compliance with the relevant legislation for the administration of governance functions	On target	
Organisational performance	To assist Council in planning the future direction of the organisation and in monitoring organisational performance against plan outcomes, outputs and actions.	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	Operational Plan 2017-18 developed and adopted by prior to 2017-18 budget adoption 100% Operational Plan 2016-17 quarterly reviews adopted by Council Annual Report 2015-16 developed reviewing progress on the Corporate Plan and adopted by 30 November 2016	Operational Plan 2016-2017 first quarter review undertaken on schedule. Report to Council 12 October Annual Report 2015-2016 on schedule Development of the Operational Plan 2017-2018 will commence in April 2017	
Relevant legislative requirements and legal services	Compliance with relevant legislative requirements and coordinate legal services within budget allocations	Internal / External Stakeholders Community	EXC4	Inform Consult Involve Collaborate	100% Register of Delegations ongoing reviewed and updated 30 June	Register of Delegations up to date.	

SECTION CORPORATE GOVERNANCE

Mission: To promote and support good governance in the organisation's performance compliant with relevant legislation

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Communication	To deliver quality communication and community engagement to and on behalf of Council	Internal / External Stakeholders Community	EC1	Inform Consult Involve Collaborate	Develop a Council organisational-wide community engagement / communications framework with supporting policies, procedures and tools by 30 June 2017 Deliver advertising as per advertising schedule within budget	Scheduled to commence 2017 Delivery of advertising as per advertising schedule and administrative arrangements is within budget and on track
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure) for Social & Corporate Performance branch	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational Expenditure Quarterly Budget Reviews	On target Ongoing monitoring and review occurring Completed as per first quarter

SECTION		INTERNAL AUDIT	
Mission: To assist Council in continuous improvement and internal control			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Internal audit engagements for significant strategic and operational risk.	To assist Council in continuous improvement by conducting internal audit engagements for significant strategic and operational risk	Internal / External Stakeholders	EXC4
Internal control and risk management functions	To assist Council in obtaining assurance that internal control and risk management functions are operating effectively by reviewing the integrity of financial documents, monitoring internal audit and risk management functions and overseeing the effectiveness and objectivity of internal audit and risk management	Internal / External Stakeholders Internal Audit Committee	EXC4
Performance Measurement		Key Performance Indicator	Quarterly Review
		100% Audit Plan activities completed as per schedule for 2016-17 as at 30 June 2017	-2016-2018 three year plan & 2016-17 Internal Audit plan reviewed and approved -Council fuel management systems audit in progress as per 2016-17 plan
		Audit Plan 2015-18 meets organisational requirements – Internal Audit Committee review and approval completed by 30 June 2017 Auditor General's report reviewed to meet statutory requirement of adopting Annual Report 2015-16 by 30 November 2016 Administration of the Internal Audit Committee as per Management Advisory Committee Guidelines	-Audit committee approved 2016-17 revised audit plan on 29.08.2016 -Audit Committee reviewed shell financial statements for 2015-16 Quarterly committee meeting for first quarter 2016-17 held on 29 August 2016
		Inform Consult Involve Collaborate	Inform Consult Involve Collaborate

SECTION ENTERPRISE RISK MANAGEMENT						
Mission: To assist Council in continuous improvement and risk management						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Enterprise Risk Management	To assist Council in the implementation and management of Enterprise Risk Management through the identification, assessment and treatment of Council's strategic, operational and new project risks.	Internal / External Stakeholders	EXC4	Inform Consult Involve Collaborate	Operational Plan 2016-17 Risk Register and Treatment Plan developed by 31 October 2016 Operational Plan 2016-17 Risk Register and Treatment Plan half yearly review and update by 31 January 2017 Corporate Plan 2014-18 Risk Register and Treatment Plan half yearly review and update conducted in conjunction with the development of the Corporate Plan 2017-2021 by 28 February 2017	Appointments are scheduled to meet with Managers to develop the individual Operational Plan 2016-2017 Risk Registers / treatment plans by 31 October. High and Extreme risks will be populated onto a Corporate Risk Register with treatment plans for regular monitoring by the Senior Executive Team Development of the Corporate Plan 2017-2021 will be undertaken in 2017-2018.
Fraud and Corruption Management Framework	To assist Council in the management of Fraud and Corruption.	Internal / External Stakeholders	EXC1 EXC2 EXC4	Inform Consult Involve Collaborate	Fraud and Corruption Management Framework implemented and performance reporting undertaken by 30 June 2017	Commencement of implementation of Fraud and Corruption Prevention and Management Plan 2016-2019 commenced.

SECTION		COMMUNITY	
Mission: To facilitate and support community development			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Facilitate and support community development	To facilitate and support community development through effective delivery of the grants and donation program	Community External and Internal Stakeholders	EC2 EC3
Facilitate and support healthy community initiatives and programs	Support Government and local agency programs and initiatives providing a liaison / facilitation.	Community External and Internal Stakeholders	EC2 EC3
Performance Measurement		Key Performance Indicator	Quarterly Review
		<p>Mayors Community Benefit Fund administration of grants complying with policy and procedures</p> <p>SBRG Community Grants and Donations program –administered complying with policy and procedures within budget</p> <p>Community Assistance Grants - Round 1 opened 1 August and closed 31 August. Council received 23 applications totalling \$49,320.19</p> <p>Round allocation was \$17,100 with \$17,080 funded for 14 projects/events</p>	<p>MCBF - Round 1 opened 4 July and closed 22 July. Council received 11 applications totalling \$38,132.34</p> <p>Council funded 4 projects/events totalling \$8,307</p> <p>Community Assistance Grants - Round 1 opened 1 August and closed 31 August. Council received 23 applications totalling \$49,320.19</p> <p>Round allocation was \$17,100 with \$17,080 funded for 14 projects/events</p>
		Support Government and local agency programs.	Funding administered within budget
		Inform Consult Involve	In general course of business attending meetings and responding to requests / queries on prioritisation.
		Inform Consult Involve	

SECTION COMMUNITY

Mission: To facilitate and support community development

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Facilitate regional arts development	To facilitate and support arts development through effective delivery of the grants program	Community External and Internal Stakeholders	EC2	Inform Consult Involve	Regional Arts Development Fund – administered complying with policy and procedures, within budget	Round 1 opened 22 August and closed 16 September with four (4) applications received. RADF Management Advisory Committee met 27 September to assess applications. Recommendations will be put before Council at the Ordinary Council meeting on 12 October

SECTION CUSTOMER CONTACT

Mission: To provide a high standard of front line customer service over the counter of the Customer Contact Centres and through the Call Centre.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Quality front line customer service	To provide quality front line customer service at the Customer Service Centres and through the Call Centre.	Community External and Internal Stakeholders	EXC6	Inform Consult Involve	80% of calls answered by Customer Contact and less than 3% of unanswered calls are abandoned annually 100% compliance with the maintenance schedule for the Customer Contact Information database (HARRY) Develop a Customer Contact Charter and internal service level agreement by 30 June 2017	July 98% August 95% September 95% HARRY database being updated as required - ongoing 50% Draft Completed
Self service facilities and agents functions	To provide the community with self service facilities and agents functions for Centrelink, QGAP and ECU at the Blackburn Customer Service Centre.	Community External Stakeholders	EXC6	Inform Consult	100% of services delivered in accordance with Centrelink agent agreement 100% of services delivered in accordance with QGAP agent agreement 100% of services delivered in accordance with ECU agent agreement	100% Service Delivery 100% Service Delivery 100% Service Delivery



SOUTH BURNETT
REGIONAL COUNCIL

Finance Branch Operational Plan 2016-17

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.
Officer Responsible: Manager Finance
Responsibilities: Branch Administration, Rates, Finance Operations, Procurement, Financial Planning/Reporting, Asset Management

SECTION BRANCH ADMINISTRATION

Mission: To provide management and administration support to the branch.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Cash Management	Effectively manage Council's Cash Assets and Debt portfolio by maximising returns and minimising financial risk	Internal Stakeholders	EXC1	Inform Consult	Cash managed in accordance with 2016-17 Investment Policy including Debt portfolio in accordance with 2016-17 Debt Policy to be able to secure long term financial funding Annual debt service payment is made by 15 September 2016 Implement Treasury Management processes by December 2016	Investment Policy 2017 and Debt Policy 2017 have been adopted by Council simultaneous to the adoption of the 2017 Budget. Annual Debt Service Payment of \$4.3 Million completed on the 15 September 2016.
Trust Fund Management	Effectively manage monies held in trust	Internal / External Stakeholders	EXC1	Inform Consult	Monies held in trust reconciled to general ledger on a quarterly basis	Trust reconciliation on-going and have remitted to date \$13,836,655 to the Public Trustee
Regulatory Returns	Preparation of various statutory returns. Some examples include Annual FBT, Monthly BAS Returns, Payroll Tax and ASIC Returns	External Stakeholders	EXC5	Inform Consult	Completed in accordance with following statutory timeframes Annual 2016-17 FBT – April 2017 Monthly BAS Returns – every 21 st day of the month for the 2016-17 financial year Payroll Tax 7 th day of the month for the 2016-17 financial year ASIC returns lodged for the 2015-16 financial year by 31 December 2016 KPH return lodged for the 2015-16 financial year by 31 Oct 2016	Statutory and payroll tax returns lodged for the months of July and August 2016 Annual FBT return completed ASIC returns to be lodged upon QAO certification of the financial statements for 2015-16.

SECTION BRANCH ADMINISTRATION

Mission: To provide management and administration support to the branch.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Maintain Finance Registers	Investment Register Bonds and Guarantees Register Expressions of Interest, Quotes and Tenders Register Fees and Charges Register		EXC5	Inform Consult	Investment Register – completed within 7 days of investing surplus funds Bonds and Guarantees Register – completed within 7 days of a bond or guarantee being released or received Expressions of Interest, Quotes and Tenders Register – updated monthly Fees and Charges Register – adopted by 1 July 2016 Contracts Register updated on Council's website within 7 days of contracts being let	Fees and Charges updated in Techone Investment Register to be finalised 30 September 2016

SECTION RATES						
Mission: To levy rates in accordance with Council policy.						
Significant activities and services			Performance Measurement			
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Rates Notices	Rates notices levied bi-annually by Council	External Stakeholders	EXC1; EXC2	Inform	Rates (including supplementary rates) and associated charges levied bi-annually	First 6 monthly rates levied on the 23 August with discount date on the 25 October
Accounts Receivable	Management of accounts receivable, and control of the effective recovery of outstanding debts	Internal Stakeholders	EXC2	Inform Consult	Review aging schedule of rates debtors outstanding and general ledger reconciliation on a quarterly basis	Provision for impairment recognised in the 2015-16 financial statements based on risk assessment conducted on outstanding debtors accounts
Rescue & Evacuation / Rural Fire Levy	Distribute funds received for the purpose of sponsoring South Burnett region: - airborne emergency rescue & evacuation transport providers - the rural fire service providers	External Stakeholders Community	EXC5	Inform Consult	Funds collected are distributed to sponsor the airborne emergency rescue & evacuation transport providers on a quarterly basis	Remittances are up to date and on-going

SECTION FINANCE OPERATIONS		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	December Quarterly Review	
Accounts Payable	Management of accounts payable	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	90% of invoices paid within payment terms Creditors reconciled with general ledger on a monthly basis	Creditor invoices are settled within payment terms Monthly reconciliation of creditors control account completed for July, August	
Sundry Debtors	Management of sundry debtors, and control of the effective recovery of outstanding debts	Internal/ External Stakeholders	EXC2	Inform Consult Involve Collaborate	Review of overdue sundry debtors, which are greater than 90 days on a quarterly basis Reconciliation of sundry debtors with general ledger on a monthly basis	Sundry Debtors Management Procedure for review and approval of senior management Sundry debtors control account reconciled to GL for July & August	
Bank Reconciliation	Monitoring of cash receipts and disbursements	Internal Stakeholders	EXC2	Inform Consult Involve Collaborate	Daily matching of cash receipts and disbursements vs bank deposits and payments Reconciliation of cash – general ledger balance vs bank statement balance on a monthly basis	Review of receipts in progress conducted on a daily basis to ensure proper matching of cash receipts. Matching of disbursement transactions per books and bank is also done on a daily basis. Bank reconciliation completed and cash control account reconciled for July and August 2016	
Insurance services	Annual insurance renewal and management of claims	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	Ensure that the insurance policy with LGM is renewed by 30 June 2016. Appropriate levels of insurance by 1 July 2016. 80% of claims actioned and referred to internal departments.	Completed. Insurance policy with LGM renewed by 1 July and current for 2016-17 On-going claims review and referral.	

Mission: To ensure timely and accurate disbursements and provide monitoring support for cash transactions.

SECTION		PROCUREMENT	
Mission: To maintain efficient stores operations to meet organisational needs and ensure Council's procurement practices comply with Local Government Act and Regulation.			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Procurement	Coordinate tendering processes Monitor procurement transactions	Internal/ External Stakeholders	EXC4
Stores	To provide inventory items which have been efficiently procured and ensuring items are available as required. Purchasing arrangements ensure that best value for money is obtained.	Internal Stakeholders	EXC2
Performance Measurement			
Key Performance Indicator	Engagement Level	Quarterly Review	Quarterly Review
Report completed tenders on a quarterly basis Report non-compliant procurement transactions on a quarterly basis	Inform Consult Involve Collaborate	Update of Council website on tenders/contracts > \$200,000 done on an ongoing basis. Last updated on 1 September 2016 First Quarter Non-compliant procurement transactions will be reported to SET in October 2016	Standard stock items maintained and provided on an on-going basis Quotation requirements are implemented
95% of standard stock items available or accessible on a quarterly basis Ensure 3 quotes are obtained when bulk purchasing is carried out Report Stock Turnover ratio, Percentage of obsolescence annually	Inform Consult Involve Collaborate		

SECTION FINANCIAL PLANNING/REPORTING

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

Function	Significant activities and services				Performance Measurement	
	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Planning	Budget 2016-2017 finalised within statutory timeframes	Internal Stakeholders Community.	EXC1	Inform Consult Involve Collaborate Empower	2016-17 Budget prepared and adopted by Council within statutory and organisational timeframes	2016-17 Budget completed and adopted by Council on 27 June 2016
Budget Management	Ongoing monitoring of operational and capital budgets	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Regular periodic (current – 3 weekly) reporting to Council Budget reviewed and revised on a quarterly basis	Periodic reports to Council completed for July, August and September First Quarter Opex Budget review completed and adopted by Council 21 September 2016
Long Term Financial Forecast	Long Term Financial Forecast 2016-17 to 2025-26 as per LG Regulation 2012	Internal Stakeholders Community	EXC1	Inform Consult Involve Collaborate Empower	Long Term Financial Forecast 2016-17 to 2025-26 adopted by Council within statutory timeframes Long Term Financial Plan 2016-2017 to 2025-26 prepared as basis for Long Term Financial Forecast	LTF and LFTP 2016-2017 completed and adopted by Council together with the 2016-17 Budget
Financial Statements for 2016 - 2017	Annual Financial Statements for 2016-17 prepared, with unqualified audit report by Queensland Audit Office	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	Unqualified Audit Certificate from Queensland Audit Office	Final external audit visit commenced 5 September until 16 September. Target date of QAO sign off is the first week of October 2016.

SECTION FINANCIAL PLANNING/REPORTING

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
External Audit	Ensure adequate planning and coordination of, and timely finalisation of the external audit	Internal/ External Stakeholders	EXC1; EXC2; EXC4; EXC5	Inform Consult Involve Collaborate	2016/17 Statements presented to QAO before 25 October 2016	Final external audit visit commenced 5 September until the 16 September. Target date of QAO sign off is the first week of October 2016.
Financial Assistance Grant Return	Financial Assistance Grant Return completed and forwarded to Queensland Local Government Grants Commission	Internal/ External Stakeholders	EXC5	Inform Consult Involve Collaborate	FAG Return accurately completed by 21 November 2016	FAG return currently being completed. Deadline has been moved forward to 31 October 2016

SECTION ASSET MANAGEMENT

Mission: To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Asset Management Plans	Develop asset management plans	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	Asset Management Plans for identified asset categories developed by 30 June 2017	Review of AMPs to commence second Quarter 2016-17
Annual Asset Valuations	Undertake a review of asset values in all asset classes	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Valuations in place by 31 July 2017	Comprehensive W&MW valuation to be conducted; Final 33% of Roads valuation to be completed. Target date for commencement of third party valuer inspection -December 2016
Asset Register	Ongoing maintenance of asset register including depreciation, WIP, asset take up, sales and revaluations.	Internal Stakeholders	EXC1; EXC2	Inform Consult Involve Collaborate Empower	Asset Register up to date at 30 June 2017	Currently conducting a review and clean-up of the asset register to reflect correct building asset classification
Annual CapEx Budget	Capital works budget 2016-17 developed for budget planning	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate Empower	CapEx Budget 2016-17 prepared and adopted by Council within statutory and organisational timeframes	Capex Budget 2016-17 completed and adopted by Council on 27 June 2016

SECTION ASSET MANAGEMENT

Mission: To implement a program for improving Council's operational effectiveness and efficiency in terms of asset management.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	First Quarter Capex Review completed and adopted by Council on 21 September 2016



SOUTH BURNETT
REGIONAL COUNCIL

Finance Department – Plant & Fleet/Business System Management Operational Plan 2016-17

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals

Officer Responsible: General Manager Finance

Responsibilities: Branch Administration, Property and Rating, Procurement and Stores, Financial Planning and Sustainability, Asset Management, Plant and Fleet Management.

SECTION PLANT AND FLEET MANAGEMENT

Mission: To provide functional and cost effective plant and fleet services to the organisation.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Workshops	Maintenance of Council Plant & Fleet	Internal Stakeholders	EXC1, EXC6	Inform Consult Involve	Council fleet serviced within reasonable time of receiving plant given priority requirements of plant and fleet as at June 30	All plant repaired internally where possible, parts sourced within time constraints of suppliers, repairs for minor plant and executive vehicles outsourced.
Plant & Fleet	Management of Council's fleet including purchases and disposals. Ensure that surplus plant and fleet are forwarded to auction for sale	Internal Stakeholders	EXC1	Inform Consult Involve	Adhere to and monitor the fleet replacement program throughout 2016-17 Report on surplus fleet items sold at auction ongoing to June 30 Annual Plant and Fleet purchases as per operational requirements to June 30	Program has commenced, consultation undertaken with key departments and completion of justification submissions as required. Optimal sale price is achieved through auction. All plant and fleet purchases are fit for purpose and to user specifications
Plant & Fleet Hire Rates	Hire rates updated annually	Internal Stakeholders, Private Works Contracts	EXC1	Inform Consult Involve	Review 2016-17 hire rates by 30 June	Hire rates reviewed for 2017 Financial Year. Rates were not changed given the operating result in the Plant and Fleet Business Unit for 2015-16.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	10 year plan developed - determined based on age, usage, future service requirements and funding capacity.

SECTION PLANT AND FLEET MANAGEMENT

Mission: To provide functional and cost effective plant and fleet services to the organisation.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2017 FY Fleet Operations budget prepared and adopted as part of the overall operational and capital budget. Budgets monitored regularly including plant and fleet utilisation. Done as required.

SECTION BUSINESS SYSTEM MANAGEMENT

Mission: To ensure Council's business systems are compliant with the relevant legislation and meet the needs of the organisations.

Operating activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
System Management	To ensure Council's business systems are compliant with the relevant legislation and meet the needs of the organisations.	Internal / External Stakeholders Community	EXC2, EXC5	Inform Consult Engage	100% compliant with Public Records Act -continuous to 30 June 2016 Tech One business system modules developed and integrated as per organisational requirements each year by June 30	Ongoing work toward compliance with Information Standard 31 and 40. Ongoing development of modules in conjunction with T1 Users. SAM, Ci anywhere and Mobility modules being worked on.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders		Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2017 FY Budget adopted. Budgets monitored at minimum quarterly. Capex budget monitored as required at minimum quarterly. Done as required.



SOUTH BURNETT
REGIONAL COUNCIL

Information Services Branch Operational Plan 2016-17

Mission: To provide, develop and deliver information management business improvements services to the organisation and customers.

Officer Responsible: Manager Information Services
Responsibilities: Information and Communication Technology and Geographic Information Systems (GIS).

SECTION INFORMATION & COMMUNICATION TECHNOLOGY						
Mission: To provide, develop and deliver information and communication technology improvements to the organisation and customers.						
Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
ICT Support Services	Helpdesk - provide monitoring and resolution of ICT system related problems	Internal Stakeholders	EXC2	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing with a total of 2,380 in the system
Computer systems replacement and allocation	Provision of computer hardware and software – User level	Internal Stakeholders	EXC2	Inform Consult	Hardware meets minimum software requirements	80% budget spend complete
Communications	Mobile phones Internet VoIP Phone system Email	Internal Stakeholders	EXC2	Inform Consult Involve	Handsets provided are functional and compliant with Mobile device Management Software Devices provided support the direction of the council business system 4hr maximum downtime on council controllable faults Email outages resolved ASAP with no more than 4hr outage on council controllable faults	Assessing latest model handset for compatibility No faults recorded
IT Infrastructure Network	Wan network switches, routing and firewall	Internal Stakeholders	EXC6	Inform Consult	4hr maximum downtime on council controllable faults	Murgon VIC outage restored outside of timeframe due to uncontrollable faults. resolved within 48hrs
Infrastructure Server Storage	Updates, upgrades, lifetime and capacities	Internal Stakeholders	EXC6	Inform	4hr maximum downtime on council controllable faults. Maintenance agreements kept up to date	No faults recorded

SECTION INFORMATION & COMMUNICATION TECHNOLOGY

Mission: To provide, develop and deliver information and communication technology improvements to the organisation and customers.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
External Security	Antivirus, firewall security threats	Internal Stakeholders	EXC2	Inform	Security threats addressed immediately and devices removed from SBRC corporate network that are classed as high threat.	1x threat recorded and security measures have been review and implemented to resolve the problem
Corporate application support and licensing	System uptime, fault recovery and monitoring Application Licensing	Internal Stakeholders	EXC1	Inform	License agreement criteria complied with. True up values addressed at each renewal cycle and license amounts are not exceeded.	True up agreement completed and the procurement process has now been completed
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Submitted and compiled to
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Ongoing

SECTION GEOTECHNICAL INFORMATION SYSTEMS (GIS)

Mission: To ensure record keeping is compliant with the Public Records Act 2002 and effectively captures all incoming correspondence for the organisation.
 To ensure Geotechnical Information Systems (GIS) meet the needs of the organisations.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
GIS Support desk	Helpdesk	Internal Stakeholders	EXC6	Inform Consult	Support requests are dealt with within acceptable timeframes	Ongoing
GIS Software Administration	Enhancement and administration of IntraMaps GIS layers and MapInfo suite	Internal Stakeholders	EXC6	Inform Consult	High uptime of GIS applications. Ensure datasets are updated as accordingly	Minimal outages recored problems resolved within 24 hrs



Property Operational Plan 2016-17

Mission:
Officer Responsible:
Responsibilities:

To provide effective management and maintenance of Councils property and buildings for community and Council use.
Manager Property
Property and Building Maintenance, Building Capital Projects, Leases, Contract Management, Land and Equipment Sales
and Management of Community Facilities i.e. Halls, Swimming Pools

SECTION PROPERTY ADMINISTRATION

Mission: To deliver scheduled and reactive maintenance on Council owned buildings and property.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	2016/17 Budget prepared and adopted as part of overall SBRC budget. Operational and Capital Budgets subject to regular review. Quarterly budget reviews undertaken.
Capital Works Planning	Detailed 10 year forward capital works requirements	Internal Stakeholders	EXC1	Inform Consult Involve	10 Year Capital Works Plan prepared for future budget considerations by January annually	Achieved for 2016-2017 financial year.

SECTION BUILDING AND PROPERTY MAINTENANCE

Mission: To deliver scheduled and reactive maintenance on Council owned buildings and property.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Building and Property Maintenance	Scheduled Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Scheduled maintenance programs implemented within budget by June 30	Ongoing maintenance program within resource constraints.
Building and Property Maintenance	Reactive Maintenance	Internal / External Stakeholders	INF1	Inform Consult Involve	100% Building maintenance urgent WHS requests met within 8 hours, other WHS requests met within reasonable timeframe by June 30	Urgent WHS requests completed on time.

SECTION BUILDING CAPITAL WORKS PROGRAM

Mission: To deliver Councils Building Capital Works program in align with Councils Asset Management Plan and Budgets

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Building Capital Works Program	Building projects	Internal / External Stakeholders	INF1	Inform Consult Involve Collaborate	100% Projects implemented within budget by June 30	Considerable time spent at Lady Florence Bjelke Petersen Private Hospital. Design of key projects to be outsourced to facilitate calling of quotations to undertake the necessary works;

SECTION BUILDING ASSET MANAGEMENT PLAN

Mission: To assist Council in planning and developing a Building Asset Management Plan

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Asset Management Plan	Planning Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	100% identification of Building Assets utilising available data by June 30 100% identification of Building Condition principles utilising available data by June 30 100% identification of an Building Asset data collection process, management and storage of data by June 30	Asset Management Plans identified for review in 2016-2017. Asset registers are updated following the comprehensive valuation which is undertaken each 3 years.
Asset Management Plan	Developing Asset Management Plan	Internal / External Stakeholders	INF1	Inform Consult Involve	Collection of data to commence on priority assets by June 30	Asset Management Working Group team members appointed. Asset management assessment and prioritisation to commence. Building Technical Officer position yet to be filled.

SECTION LEASE AND CONTRACT REGISTER

Mission: To develop and implement Councils Lease and Contract Register.

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Lease and Contract Register	Develop Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Lease Register designed in Tech One utilising available data by June 30	Lease register developed. Further work on reporting and invoicing underway.
Lease and Contract Register	Implement Lease and Contract Register	Internal Stakeholders	EC3	Inform Consult Involve	Leases since 2014 and any new leases moved into Lease Register utilising available data by June 30	Lease Register proper largely developed and being populated.

SECTION LAND AND EQUIPMENT SALES						
Mission: To legally dispose of Councils surplus land and equipment assets.						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Land and Equipment Sales	Dispose of Councils surplus land	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus Council owned land as determined by June 30 List land for sale with Councils Exclusive Agent as determined by June 30	Ongoing. Reports adopted at the September Council Meeting for the disposal of land which is excess to need.
Land and Equipment Sales	Dispose of Councils surplus Buildings	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender the disposal of surplus buildings as determined by June 30 List buildings for sale with Exclusive Agent as determined by June 30	Investigations continuing on the options to dispose surplus building/s.
Land and Equipment Sales	Dispose of surplus Equipment	Internal / External Stakeholders	INF1 EXC1	Inform Consult Involve	Tender or Auction the disposal of Councils surplus equipment as determined by June 30	Surplus equipment has been tagged out of Council operations and catalogued ready for the next auction.

SECTION COMMUNITY FACILITIES

Mission: To effectively manage Community facilities (i.e. Halls, Swimming Pools) to maximise community use and meet community needs.

Significant activities and services					Performance Measurement	
Title	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Community Facilities	Manage Community Facilities	Internal / External Stakeholders Community	EC3 INF1	Inform Consult Involve	Facilities to be opened and operational for community use ongoing to June 30	Pools prioritised given the start of the swim season.
Community Facilities	Utilisation by Community Groups	Internal / External Stakeholders Community	EC3	Inform Consult Involve	Facilities utilised by community groups ongoing to June 30	All facilities used by the community groups are all operational. Ongoing negotiations with groups as required for optimal use of Council facilities.



SOUTH BURNETT
REGIONAL COUNCIL

Design & Technical Services Operational Plan 2016-17

Mission: To provide efficient infrastructure planning and design services and technical support to the Infrastructure Department
Officer Responsible: Manager Design & Technical Services
Responsibilities: Infrastructure Planning, Design Services and Materials Laboratory

SECTION INFRASTRUCTURE PLANNING & DESIGN SERVICES

Mission: To provide efficient infrastructure planning and design services to the Infrastructure Department

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Infrastructure Planning	Assist with strategic planning for future infrastructure	Internal Stakeholders	INF1	Inform Consult	Concept planning, preliminary design and cost estimates provided in advance of project prioritisation and budgeting	First capex workshop held with Council in September for future projects with Capital Project Register updated
Design	Provision of design services for the Infrastructure Department	Internal Stakeholders	INF1	Inform Consult	Detail design services completed >3 months prior to programmed timing of construction delivery	Currently not being met
Surveying	Provision of surveying services for the Infrastructure Department	Internal Departments	INF1	Inform Consult	Surveying services completed to meet programmed timing of works	Achieved
Development application assessment and advice	Advice regarding infrastructure requirements for development applications	Applicants, Internal Stakeholders	GO2 INF1	Inform	Timely and professional engineering advice on development applications and operational works within SPA timeframes	Achieved
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	In progress
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC2 INF1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	In-progress for 2017/18 and beyond Achieved Not yet commenced - First quarter review to be done in early October

SECTION MATERIALS LABORATORY

Mission: To provide timely and efficient materials laboratory services to internal departments and external customers

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
NATA Certification	Maintain NATA certification for materials laboratory functions	NATA	EXC2	Inform Consult	NATA audits completed successfully and certification maintained	Achieved
Materials Testing	Tests undertaken for Council operations	Internal Stakeholders	INF1	Inform	Tests analysed and reports provided to project Supervisors promptly	Meeting service levels required
Private Works	Tests undertaken for client purposes	Customers	EXC2	Inform	Tests analysed and reports provided to customers promptly	Continuing to provide services to various external companies



SOUTH BURNETT
REGIONAL COUNCIL

Infrastructure Department Operational Plan 2016-17

Mission: To effectively plan, manage and deliver the region's infrastructure to provide the adopted levels of service to the community
Officer Responsible: General Manager Infrastructure
Responsibilities: Department Management, Roads & Drainage, Design & Technical Services, Water & Wastewater



SECTION DEPARTMENT MANAGEMENT		Mission: To provide strategic management and administration support to facilitate the branch activities of the department					
		Significant activities and services				Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review	
Organisational Structure for Infrastructure Department	Maintain organisational structure to meet current and future needs	Internal Stakeholders	EXC3	Inform Consult	Structure reviewed quarterly to ensure effective and efficient and >95% of positions within the approved structure are resourced to maintain service delivery	Achieved	
Quality Management System	Documented department procedures and standards	Internal Stakeholders	EXC2 INF1	Inform Consult	Department procedures and standards documented as part of Quality Management System and ISO9001 certification maintained	External audit completed in June 2016 and certification maintained.	
Asset Management Plans	Maintain Asset Management Plans for all infrastructure assets	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans provide budgeting and decision making process for asset renewal, replacement and new works	Basic plans only; these require review and further development	
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	First capex workshop held with Council in September for future projects	
Infrastructure Funding	Sustainability of existing assets maintained	Internal Stakeholders	EXC1 INF1	Inform Consult	>80% of funding budgeted annually for asset renewals and replacements as per AMP's	Achieved	
Project Management	Maintain Project Management Framework	Internal Stakeholders	EXC2 INF1	Inform Consult	Project management plans, controls and reporting implemented and reviewed every 6 weeks by Project Control Group	Achieved	
Budget Management	Ongoing preparation, monitoring and reviewing of	Internal Stakeholders	EXC1	Inform	Annual Budget Preparations Ongoing Monitoring of Operational and	In-progress for 2017-18 and beyond	

SECTION DEPARTMENT MANAGEMENT

Mission: To provide strategic management and administration support to facilitate the branch activities of the department

Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
	budget (operational and capital expenditure)		INF1	Consult Involve	Capital Expenditure Quarterly Budget Reviews	Achieved Not yet commenced - First quarter review to be done in early October

SECTION DISASTER MANAGEMENT

Mission: To maintain an effective and coordinated response framework to disaster events and to facilitate structured and timely community recovery

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Disaster Management	Maintain an effective Disaster Management framework	Internal Stakeholders, Qld Fire and Emergency Services	EC4	Inform Consult	Quarterly Local Disaster Management Group Meetings Annual exercise with all agencies DM plan and sub-plans maintained	Achieved Planned for December In-progress
State Emergency Service	Assistance with the provision of operational resources	SES Groups, Qld Fire and Emergency Services	EC4	Inform Consult	State Emergency Service groups across the region are adequately operational within budget allocations	Regular assistance provided to maintain preparedness



SOUTH BURNETT
REGIONAL COUNCIL

Roads & Drainage Operational Plan 2016-17

Mission: To provide safe, adequate, effective and efficient road and drainage network
Officer Responsible: Manager Roads & Drainage
Responsibilities: Roads & Drainage Administration, Construction, Maintenance, Contracts



SECTION ROADS & DRAINAGE ADMINISTRATION

Mission: To provide management and administration support services to the roads and drainage branch

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Community and Internal Stakeholders	EXC6	Inform	Responses to enquiries and requests for service within Customer Service Standards	Customer making requests are responded to after an inspection.
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	Capital and Operating budgets are reviewed with relevant Coordinators at the end of each month.
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	We have a works program that includes all New and renewal capital projects. Routine road maintenance continues to be reactive to road condition but is linked geographically to capital renewal projects
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators and Supervisors monthly Branch 6 monthly	Nananago Roads Branch office staff continue to meet on a 3 month cycle. Separate supervisors meetings are held with both the capital and maintenance teams
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult Involve	Asset Management Plans implemented into infrastructure operations and management	We use our own observations of road condition to determine our renewal programs such as reseals.

SECTION CONSTRUCTION						
Mission: To deliver a construction program of new works, upgrading and renewals across the road and drainage networks						
Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Transport Infrastructure Development Scheme	Completion of Capital Works Program jointly funded by the Council and TMR	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program is on schedule and costs are generally within contingency limits
Roads to Recovery Program	Completion of Capital Works Program funded by the Australian Government Roads to Recovery Program	External / Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program is on schedule and costs are generally within contingency limits
Road and Drainage Program	Completion of Capital Works funded by General Revenue	Internal Stakeholders	INF1	Inform Consult Involve	Capital works program completed as scheduled and within budget	Annual program is on schedule and costs are generally within contingency limits
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Stakeholders	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	The annual 5 year program update process has commenced.

SECTION MAINTENANCE

Mission: To maintain safe, adequate and effective road and drainage networks

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
General Maintenance Program	Deliver general maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the general maintenance program through efficient and effective use of materials and resources	Expenditure is slightly above target line which is OK at this early stage but needs monitoring.
Heavy Maintenance Program	Deliver heavy maintenance program across the region	Internal Stakeholders	INF1	Inform Consult Involve	Delivery of the heavy maintenance program through efficient and effective use of materials and resources	Expenditure is slightly above target line which is OK at this early stage but needs monitoring.

SECTION		CONTRACTS	
Mission: To provide services across the State controlled road network on behalf of the Department of Transport and Main Roads			
Significant activities and services			
Function	Description	Customer(s)	Link to Corporate Plan
Road Maintenance Performance Contract (RMPC)	Undertake maintenance activities on the State road network for the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1
Queensland Transport and Roads Investment Program (QTRIP)	Completion of capital works funded by the Queensland Government Department of Transport and Main Roads	External Stakeholders	INF1
Performance Measurement		Key Performance Indicator	Quarterly Review
		Completion of works to specification and in accordance with the RMPC contract	Our expenditure is slightly below target rate and TMR staff are happy with our progress at this stage
		Completion of works to specification and in accordance with contracts	We should complete their reseal preparation works in time by using an external subcontractor.
Engagement Level			
		Inform Consult Involve	Inform Consult Involve



SOUTH BURNETT
REGIONAL COUNCIL

Water & Wastewater Operational Plan 2016-17

Mission: To deliver quality and reliable water and wastewater services that meet the customer service standards
Officer Responsible: Manager Water and Wastewater
Responsibilities: Water & Wastewater Administration, Reticulation, Treatment & Quality



SECTION WATER & WASTEWATER ADMINISTRATION						
Mission: To provide management and administration support services to promote the activities of the branch						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Customer Service	Responses to customer requests	Customers and Council	EXC6	Inform	Responds to enquiries and requests for service within Customer Service Standards	Responding to enquiries, complaints and requests as per CSS
Budget Management	Ongoing preparation, monitoring and reviewing of budget (operational and capital expenditure)	Internal Stakeholders	EXC1	Inform Consult Involve Collaborate	Annual Budget Preparations Ongoing Monitoring of Operational and Capital Expenditure Quarterly Budget Reviews	In-progress for 2017-18 and beyond Achieved Not yet commenced - First quarter review to be done in early October
Capital Works Planning	Detailed 5 year forward capital works requirements	Internal Departments	EXC1 INF1	Inform Consult Involve	5 Year Capital Works Plan prepared for future budget considerations by January annually	In progress
Program Planning & Coordination	Continuous planning and coordination of works programs to align resources	Internal Stakeholders	INF1	Inform Consult	Works programs developed within one month of budget adoption to ensure effective utilisation of resources and delivery of budget	Achieved
Branch Meetings	Regular Coordinator and Supervisor meetings	Internal Stakeholders	EXC2	Inform Consult Involve	Coordinators/Engineer monthly Coordinators and Supervisors quarterly Branch 6 monthly	Achieved
Asset Management	Asset Management Plan implementation	Internal Stakeholders	INF1	Inform Consult	Asset Management Plans implemented into infrastructure operations and management	Basic plans only; these require review and further development

SECTION WATER & WASTEWATER ADMINISTRATION

Mission: To provide management and administration support services to promote the activities of the branch

Significant activities and services					Performance Measurement	
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Infrastructure Planning	Planning to determine future needs of water and wastewater systems	Internal Stakeholders	EXC1 INF1	Inform Consult	Future works and needs determined and budgeted for in long term financial plans	Plans to be updated this year based on network modelling in progress

SECTION		RETICULATION				
Mission: To provide water and wastewater networks which meet customer service standards through a planned and proactive approach						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Programmed Maintenance	Delivery of programmed maintenance in accordance with budget	Internal Stakeholders	INF1	Inform Consult	Decrease in reactive maintenance costs	Reactive maintenance is continuing to reduce
Reactive Maintenance	Service sewer blockages and water main breaks	Internal Stakeholders	INF1	Inform Consult	Customer Service Standards met – 95% compliance	Achieved
Capital Works	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	2016-17 projects have commenced
Program Planning, Design and Coordination	Construction Design	Internal Stakeholders	INF1	Inform Consult	Construction program developed within one month of budget adoption Designs completed 3 months in advance of project commencement	Achieved Design requests submitted to D&TS at start of financial year, currently not being met
New Connections	Service delivery of new connections	Applicants	EXC6	Inform Consult	All connections in accordance with Customer Service Standards timeframes	Achieved

SECTION		TREATMENT & QUALITY				
Mission: To maximise and optimise the performance of treatment plant systems through proactive improvements and preventative maintenance						
Significant activities and services				Performance Measurement		
Function	Description	Customer(s)	Link to Corporate Plan	Engagement Level	Key Performance Indicator	Quarterly Review
Capital Works Program	Completion of Capital Works Program	Internal Stakeholders	INF1	Inform Consult	Capital works program completed as scheduled and within budget	2016-17 projects have commenced and GWTP, KWWTP and MWTP will all be completed this financial year
Legislative Compliance and Monitoring	Statutory reports of results and compliance	Queensland Government and Federal Government	ENV1 INF1	Inform	Statutory timeframes for reporting achieved	In progress - SWIM data due for submission 1 October
Treatment Plants, Reservoirs and Chlorination	Operate and manage facilities	Internal Stakeholders	EXC2 INF1	Inform Consult	Compliance with licence conditions 95% Water quality targets met	In progress, more detailed report will be available at 6 monthly review based on annual return to DEHP and SWIM submissions, and DWQMP update
Dams and Weirs	Operate and manage dam and weir facilities within regulations	Queensland Government and Council	EXC2 INF1	Inform Consult	Compliance with Dam Safety Regulations	New EAP submitted, awaiting DEWS approval
Recycled Water	Supply of recycled water to community and sporting groups	Community and sporting groups and Council	INF1	Inform Consult	Recycled water available within climatic restraints and licence conditions	Commenced supply of Class A to Kingaroy Golf Club August. Pipeline to supply Kingaroy sporting fields to be constructed in the second quarter. Recycled Water Use Agreements to be negotiated by end of 2016
Water Quality	Maintain water quality in accordance with relevant guidelines	Community and Council	EXC6 INF1	Inform	Compliance with public health requirements and requests responded to within Customer Service Standards timeframes	In-progress, more information will be provided at 6 month review based on SWIM data/ Regulatory KPI reporting

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan: EXC4.1 - Develop a governance framework that delivers sound organisational management.

Communication/Consultation (Internal/External)

General Managers and Managers have contributed to this report in respect of their relevant areas of responsibility.

Legal Implications (Statutory Basis, Legal Risks)

Pursuant to Section 174(3) of the *Local Government Regulation 2012* the Chief Executive Officer has a statutory obligation to present a written assessment of the implementation of the Annual Operational Plan.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

Report

The Operational Plan 2016-17 details Council's planned services and activities which will contribute to the Corporate Plan 2014-18. This review report provides a written assessment of the implementation of the annual operational plan to the 30 June 2017.

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

IR No 1664599

Author Cr Gavin Jones

Date 10 October 2016

Précis

Roads & Drainage Portfolio Report

Summary

Cr Jones presented his Roads & Drainage Portfolio Report to Council.

Officer's Recommendation

That Cr Jones's Roads & Drainage Portfolio Report to Council be received.

6. Portfolio - Community & Health Services & The Arts

6.1 Community and Health Services and the Arts Portfolio Report

Document Information

IR No 1664586

Author Cr Danita Potter

Date 10 October 2016

Précis

Community and Health Services and the Arts Portfolio Report

Summary

Cr Potter presented her Community and Health Services and the Arts Portfolio Report to Council.

Officer's Recommendation

That Cr Potter's Community and Health Services and the Arts Portfolio Report to Council be received.

6.2 Community Services (CS)

Officer's Reports

No Report.

6.3 Health Services (HS)

Officer's Reports

6.3.1 HS - 1664707 - Approved Systematic Inspection Program Animal Management (Cats and Dogs) Act 2008

Document Information

IR No 1664707

Author Senior Compliance Officer

Endorsed
By Manager Environment and Waste Services

Date 4 October 2016

Précis

Approved Systematic Inspection Program in accordance with the *Animal Management (Cats and Dogs) Act 2008*.

Summary

The *Animal Management (Cats and Dogs) Act 2008* provides for Council to approve a Systematic Inspection Program in order for staff to proactively investigate compliance with the legislation.

Officer's Recommendation

That

1. Council approve a Systematic Inspection Program of properties within the South Burnett Regional Council's jurisdiction in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008*.
2. The properties to be included in the Systematic Inspection Program are to be within the designated town areas for animal management purposes of the townships of Kingaroy, Kumbia, Crawford, Memerambi, Taabinga, Wooroolin Nanango, Blackbutt, Maidenwell, Brooklands, Wondai, Proston, Tingoorra, Mondure, Hivesville and Murgon in order to monitor compliance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, more specifically dog registration.

3. The Systematic Inspection Program will be conducted between the hours of 9.00am and 5.00pm on weekdays and/or weekends, commencing on Monday 31 October 2016 and concluding on Friday 20 January 2017.

Financial and Resource Implications

A specific casual position for up to 6-8 weeks has been costed into the 2016/2017 budget in order to carry out the house to house inspections. It is hopeful that there will also be an increase in the revenue realised for Animal Registration, which should help to offset the expense of this initiative.

Link to Corporate/Operational Plan

The applicable Corporate Strategy is:

Enhancing our Communities - Building vibrant, healthy, supportive & inclusive communities

The applicable Goal & Strategies are:

- EC2 An active, safe and healthy community
- EC2.2 Advocate and support community initiatives that promote healthy lifestyles
- EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation
- EC2.4 Partner, investigate and implement plans to increase community safety in public areas

Communication/Consultation (Internal/External)

There will be notification to the public via a newspaper advertisement to be placed in the South Burnett Times on Friday 14th October 2016 and Tuesday 18th October 2016. The notification will also be placed on Council's website.

Legal Implications (Statutory Basis, Legal Risks)

All dogs over the age of three (3) months are obliged to be registered with the local authority, in which the animal resides, as required by the state's Animal Management legislation. This systematic inspection program seeks to proactively check to see if animal owners are complying with their obligations.

Policy/Local Law/Delegation Implications

Council has the ability to undertake these house to house inspections in order to ascertain compliance with the legislation. The *Animal Management (Cats and Dogs) Act 2008* provides the necessary head of power to carry out the registration checking activities.

Asset Management Implications

N/A

6.3.2 HS - 1664814 - Trading on Local Government Controlled Areas, Facilities & Roads Policy

Document Information

IR No 1664814

Author Acting General Manager Corporate Services

Date 4 October 2016

Précis

Trading on Local Government Controlled Areas, Facilities & Roads Policy

Summary

The Trading on Local Government Controlled Areas, Facilities & Roads Policy is before Council for its consideration and if deemed acceptable, Council's approval

Officer's Recommendation

That Council approve the Trading on Local Government Controlled Areas, Facilities & Roads Policy.



Trading on Local Government Controlled Areas, Facilities & Roads Policy

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1. POLICY STATEMENT

South Burnett Regional Council (Council) does not permit a business to operate from a Local Government Controlled Area, a Local Government Facility or a Road within the South Burnett without the necessary Approval being issued by Council under its applicable Local Law and the appropriate Permit being issued from the Department of Main Roads, if a Main Road area is involved.

2. SCOPE

This policy covers all Local Government Controlled Areas, Facilities & Roads within the South Burnett.

3. POLICY OBJECTIVES

1. To ensure pedestrians and other road users are kept safe at all times;
2. To regulate business on public land; and
3. To provide some clarity around Council's position on the commercial use of Local Government Controlled Areas, Facilities & Roads across the South Burnett Local Government Area.

4. BACKGROUND

Any business wishing to operate from Local Government Controlled Areas, Facilities & Roads within the South Burnett requires an Approval under the Council's Local Law(s). Further, if the Activity is to be conducted within a Main Road reserve, then a Permit issued by the Department of Main Roads will also be required. This State permitting function has been delegated to the Council by written agreement from the chief executive under the *Transport Operations (Road Use Management) Act 1995*, section 66(5)(b) as part of the Local Law review in 2011.

Council does not, as a general rule, permit the activity known as "Stationary Roadside Vending" in the South Burnett, unless at an approved event. This is due to a determination being made that this type of Activity will not generally be able to comply with the Performance Objectives set out in the subordinate Local Law for the commercial use of Local Government Controlled Areas and Roads.

In comparison "Mobile Roadside Vending" is not prohibited, however there may be some trading restrictions within the Central Business District (CBD). "Mobile Roadside Vending" must comply with Main Road legislation, in particular road safety as it relates to the operator, its customers and other road users.

Prior to Amalgamation in 2008, there were some historical roadside vending standing stall site arrangements in place, which the Council still honours. However, if these arrangements are not renewed by the current operators then Council will cancel them and not reissue such an Approval for that site again. There are only three (3) long term legacy standing site permits in place being the Kingaroy Peanut van, the Nanango Peanut van and the Nanango Pie Van.

A vendor may be able to operate on private land that has an existing commercial use approval, in accordance with the Council's Town Plan, without requiring a permit to also be obtained from Council. For example, a flower stall or mobile seafood van (a food business licence for this particular activity would also be mandatory) may park on private land such as a service station, not the footpath, and with the consent of the landowner. Note: regular use of such a land area by a mobile food van or temporary facility may trigger the requirement to obtain Town Planning Approval for a permanent structure. Council is generally not in favour of this type of development.

5. PRINCIPALS/ GENERAL INFORMATION

a) Legislation and Guidelines:

- *Local Government Act 2009*
- *Local Law No. 1 (Administration) 2011*
- *Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011*
- *Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011*
- *Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

b) Performance Objectives:

- (1) The prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government controlled area or road.
- (2) There must be a public demand for the prescribed activity in respect of which the approval is sought.
- (3) The physical characteristics of the local government controlled area or road must be suitable for the prescribed activity.
- (4) The prescribed activity must not cause nuisance, inconvenience or annoyance to—
 - (a) the occupier of any land which adjoins the location of the prescribed activity; or
 - (b) vehicular traffic; or
 - (c) pedestrian traffic.
- (5) The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
- (6) If the prescribed activity is mobile roadside vending or stationary roadside vending—
 - (a) whether the prescribed activity for which the approval is sought is competitive with business activities operated from fixed premises in the local government area; and

- (b) whether the business activities operated from the fixed premises are sufficient to meet public demand for the goods or services proposed to be sold as part of the operation of the prescribed activity; and
- (c) whether the grant of the approval will result in substantial competition between the applicant for the approval and operators of business activities operated from fixed premises in the local government area; and
- (d) whether the goods or services proposed to be sold as part of the operation of the prescribed activity, or similar goods or services, are available for sale from fixed premises near the location of the prescribed activity.

c) *Operational Assessment and Management Framework:*

Council's Natural Resource Management and Parks, Roads and Drainage and/or Environment & Waste Services sections will potentially have involvement in processing any applications for the use of any Local Government Controlled Areas, Facilities & Roads within the South Burnett. Assessment of any application would include an evaluation against the Subordinate Local Law for the Commercial Use of Local Government Controlled Areas and Roads Performance Objectives. Activities that meet the Performance Criteria may be issued with an Approval.

d) *Resourcing:*

Enforcement of breaches in relation to Local Government Controlled Areas, Facilities & Roads is regulated internally by Council's Natural Resource Management and Parks, Roads and Drainage or Environment & Waste Services sections.

e) *Education and Advice:*

This Policy will be provided to the necessary parties when applicable and will also be made available to interested parties upon request.

Sustainability Implications

Council's general position is not to permit the commercial use of any of its Local Government Controlled Areas, Facilities or Roads, with the exception of some major public events. This is because if Council allows one business operator to utilise public space for its private commercial gain then Council is obliged to allow all businesses to do so. This in practice would be extremely difficult to implement and manage, while achieving the Performance Objectives. There would also be liability concerns around a commercial entity utilising Council controlled 'land'.

Social Implications

By not allowing businesses to generally utilise public space for their own commercial gain is deemed to be for the greater good of the community in order to protect public amenity, reduce risk, minimise safety concerns, allow the general community access to and the potential for enjoyment of these public areas as well as encouraging business in the established central business district precinct as provided for in the Council's Town Plan.

Economic Implications

Restricting or regulating commercial ventures on public controlled spaces potentially will have an impact upon the potential revenues of businesses. However, this would be offset by the social benefits as outlined above under the Social Implications section. Further, the direct facilitation, support and the effective underwriting of a commercial business is not generally the core function of local government.

Environmental Implications

By not allowing businesses to utilise the public space minimises the potential for any environmental impact. If an Approval was to be issued then conditions would need to be included on the Approval to address any anticipated environmental issues.

6. DEFINITIONS

Local Government Controlled Area –

1. A *Local Government Controlled Area* means land, facilities and other infrastructure owned, held in trust or otherwise controlled by the Local Government, other than a road.

Examples of Local Government Controlled Areas –

- Parks, reserves and gazetted foreshores
 - Camping grounds or caravan parks on land owned or controlled by the Local Government
 - Local Government swimming pools
 - Cemeteries
 - Council chambers and Local Government offices
 - Jetties.
2. A *Local Government Controlled Area* includes part of a Local Government Controlled Area.
 3. A *Local Government Controlled Area* does not include a residential lot on DOGIT land.

Stationary Roadside Vending - means the commercial supply of goods or services from a road, which includes the road reserve area, whether exclusively from a vehicle, some form of a structure or some other temporary or permanent set up and is at a particular location or site. The vendor is waiting for potential customers to come to them.

Mobile Roadside Vending - means the commercial supply of goods or services from a road, which includes the road reserve area, from a vehicle and is itinerant in nature. This type of vendor (such as a mobile soft serve ice cream van) drives around until hailed down by a prospective customer. The itinerant vendor then stops and serves the customer and then proceeds on their way. A *Mobile Roadside Vendor* does not set up to stay at a particular location or site for any period of time.

7. LEGISLATIVE REFERENCE

- *Local Government Act 2009*
- *Local Law No. 1 (Administration) 2011*
- *Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011*
- *Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011*
- *Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

8. RELATED POLICIES/PROCEDURES

N/A

9. NEXT REVIEW
November 2019

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

There are no new financial implications as a result of Council adopting this Policy. It is merely formalising the current arrangements. Environment and Waste Services presently have implemented this Policy position since amalgamation.

Council's Natural Resource Management and Parks, Roads and Drainage and/or Environment & Waste Services sections potentially have involvement in processing any applications for the use of any Local Government Controlled Areas, Facilities & Roads within the South Burnett. Assessment of any application include an evaluation against the Subordinate Local Laws for the Commercial Use of Local Government Controlled Areas and Roads Performance Objectives. Activities that meet the Performance Criteria may be issued with an Approval.

Link to Corporate/Operational Plan

The applicable Corporate Strategy is:

Enhancing our Communities - Building vibrant, healthy, supportive & inclusive communities

The applicable Goal & Strategies are:

- EC2 An active, safe and healthy community
- EC2.2 Advocate and support community initiatives that promote healthy lifestyles
- EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation
- EC2.4 Partner, investigate and implement plans to increase community safety in public areas

Communication/Consultation (Internal/External)

There has presently not been any public consultation on this particular Policy. This Policy is merely formalising the current position and practice that the South Burnett Regional Council holds, which is a reflection of what the four (4) previous Administrations, namely the Kingaroy, Murgon, Nanango and Wondai Shire Councils held to prior to Amalgamation.

If approved this Policy will be provided to the necessary parties when applicable and will also be made available to interested parties upon request. This Policy will also be included in Council's Policy Register.

Legal Implications (Statutory Basis, Legal Risks)

The *Local Government Act 2009* provides the head of power for Council to make laws for the good governance of its local area. The South Burnett Regional Council's Local Laws do not permit a business to operate from a Local Government Controlled Area, a Local Government Facility or a Road within the South Burnett without the necessary Approval(s) being issued by Council under its applicable Local Law. Also, the appropriate Permit issued from the Department of Main Roads may be required, if a Main Road area is involved.

Council is responsible for what occurs on land under its care and therefore needs to have strict controls over what activities it allows and how it regulates such.

Council's general position has been not to permit the commercial use of any of its Local Government Controlled Areas, Facilities or Roads, with the exception of some major public events. This is because if Council allows one business operator to utilise public space for its private commercial gain then Council is obliged to allow all businesses to do so. This in practice would be extremely difficult to implement and manage, while achieving the Performance Objectives outlined in its various local laws.

There would also be liability concerns around a commercial entity utilising Council controlled 'land'.

Policy/Local Law/Delegation Implications

The *Local Government Act 2009* provides the head of power for Council to make laws for the good governance of its local area. Council does have a number of Local Laws and subordinate local laws, detailed below, that govern activities on Local Government Controlled Areas, Facilities & Roads because it is aspect that does needs close attention and regulation for the reason outlined in this Report.

- *Local Law No. 1 (Administration) 2011*
- *Subordinate Local Law No. 1.2 (Commercial Use of LG Controlled Areas and Roads) 2011*
- *Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas & Roads) 2011*
- *Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 4 (LG Controlled Areas, Facilities and Roads) 2011*

Asset Management Implications

Council is responsible for what occurs on land under its care and therefore needs to have strict controls over what activities it allows and how it regulates such.

6.4 The Arts

Officer's Reports

6.4.1 ARTS - 1988902 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 27 September 2016

Document Information

IR No 1988902

Author Community Development/Grants Officer

**Endorsed
By** Manager Social & Corporate Performance

Date 30 September 2016

Précis

Minutes of the Regional Arts Development Fund Management Advisory Meeting held on 27 September 2016.

Summary

Providing a copy of the Minutes of the Regional Arts Development Fund Management Advisory Meeting held on 27 September 2016.

Officer's Recommendation

That Council endorse the minutes and recommendations of the Regional Arts Development Fund Management Advisory Committee held on 27 September 2016.



Minutes

Of the

Regional Arts Development Fund Management Advisory Committee

To be held in the
South Burnett Regional Council Office, Kingaroy

27 September 2016

Commencing at 9.00 a.m.



Regional Arts Development Management Advisory Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the Regional Arts Development (RADF) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Tuesday 27 September 2016.

Present

Cr Danita Potter, Carolyn Knudsen (SBRC), Peter Peacey, Val McGrath, Dot Rowland

Meeting opened at 9.07am

2. AGENDA ITEMS

2.1 Welcome

Cr Danita Potter Welcomed the committee

2.2 Apologies

- Robyn Dower
- Terry Jacobsen
- Elaine Madill
- Wayne Brown

Resolution: That the Apologies be accepted.

Moved: Val McGrath

Seconded: Dot Rowland

Carried: 4/0

2.3 ACH Management Advisory Committee to RADF Management Advisory Committee

The committee was advised that at the September Ordinary Meeting of Council the committee name change to Regional Arts Development Fund (RADF) Management Advisory Committee was adopted.

2.4 2016/17 RADF Budget & Round Allocations

Cr Potter advised the committee that Council has been successful with acquiring Arts Queensland funding of \$9,000 for 2016/2017. The 2016/2017 budget breakdown including Council's contribution and carryover funds from 2015/2016 is as follows:

Round 1 - \$7,743.00

Round 2 - \$7,743.00

Committed Funds - \$5,000.00

2.5 Outcome Reports Received

Council has received Three (3) Outcome Reports

Applicant: Butt Arts Gallery
Description of Workshop: Charcoal Workshop

Applicant: South Burnett Chorale
Description of Workshop: Conductor Workshop

Resolution: *That the committee accept the above outcome reports*

Moved: Peter Peacey
Seconded: Cr Danita Potter

Applicant: South Burnett Woodcrafters
Description of Workshop: Embellishment of Vacuum Pressed Timber

Resolution: *That the committee accept the above outcome report*

Moved: Dot Rowlands
Seconded: Val McGrath

Carried: 4/0

2.6 Round One Applications for the 2016/17 Financial Year

Council has received four (4) applications for round four with a total amount requested of \$29,025.00 (ex GST).

Applicant: Jumping Ant Arts Inc.
Description of Workshop: Connecting the Elements – Heat, Water & Air
Cost: \$5,700.00

Resolution: *That the committee approve the application for the full amount of \$5,700.00*

Moved: Peter Peacey
Seconded: Val McGrath *Carried 4/0*

Applicant: Nanango Arts Network Alliance LTD
Description of Workshop: Brushes & Flashed of the South Burnett
Cost: \$21,495.00

Resolution: That the committee support the application in principal however due to budget restraints we are unable to fund this project and highly recommend the applicant seeks funding externally and the committee welcome the opportunity to write a letter of support.

Moved: Peter Peacey

Seconded: Dot Rowlands Carried 4/0

Applicant: Barambah Branch Photographers
Description of Workshop: Faces of the South Burnett Exhibition
Cost: \$340.00

Resolution: That the committee approve the application for the full amount of \$340.00.

Moved: Dot Rowland

Seconded: Peter Peacey Carried 4/0

Peter declared a conflict of interest and left the meeting at 9.52am

Applicant: South Burnett Woodcrafters Inc
Description of Workshop: Box Making and Embellishment
Cost: \$1,490.00

Resolution: That the committee approve the application for the full amount of \$1,490.

Moved: Val McGrath

Seconded: Cr Danita Potter Carried 3/0

Peter re-entered the meeting at 10.06am

3. Other Business

3.1 That the committee wish to include the following criteria in the future rounds;

- That the applicant invite the chair to their workshop/event
- That the application invite the media to their workshop/event
- Material costs are excluded from RADF funding

3.2 That the committee has agreed that Council will develop a flyer to for the committee to distribute through their networks ongoing and that this will commence for distribution in November.

Moved: Val McGrath

Seconded: Dot Rowland Carried 4/0

4. CLOSE MEETING

Meeting closed at 10.28am

Financial and Resource Implications

The works and activities to be undertaken are within the 2016-17 budgets for Arts Culture & Heritage.

Link to Corporate/Operational Plan

EC2 A community with the capacity to continue to develop the area of arts, culture and heritage (Corporate Plan 2014-2018)

Facilitate and Support Community Development (Operational Plan 2015-2016)

Communication/Consultation (Internal/External)

Regional Arts Development Fund Management Advisory Committee.

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Nil

7. Portfolio - Planning & Property

7.1 No Report.

7.2 Planning (P&LM)

Officer's Reports

7.2.1 **P&LM - 1654931 - Forwarding Request for Negotiated Decision - Material Change of Use (Retirement Village) at 95 Markwell Street Kingaroy - Applicant: ONF Surveyors - MCUI2016/0001**

Document Information

IR No 1654931

Author Technical Officer Planning

Endorsed
By **Manager Planning & Land Management
General Manager Corporate Services**

Date **30 September 2016**

Précis

Forwarding Request for Negotiated Decision - Material Change of Use (Retirement Village) at 95 Markwell Street Kingaroy - Applicant: ONF Surveyors - MCUI2016/0001

Summary

- Applicant submitted written representations on 1 September 2016 requesting a Negotiated Decision Notice in relation to the following Conditions ENG6 (Heavy Rigid Vehicle (HRV) parking space), ENG15 b) (construction of Logan Street and Infrastructure Agreement), ENG17(footpath) and ENG18 (kerb ramp)
- Application was approved at the General Council meeting held on Wednesday 20 July 2016 with a Decision Notice forwarded to the applicant on 22 July
- It is recommended that Council approve the applicant's request to delete Conditions ENG15 b), ENG17 and ENG18 and amend Condition ENG 6

Officer's Recommendation

That Council *approve* the applicant's request for a Negotiated Decision Notice and delete Conditions ENG15 b) (construction of Logan Street and Infrastructure Agreement) and ENG18 (kerb ramp) and amend Conditions ENG17 (footpath) and ENG6 (Heavy Rigid Vehicle (HRV) parking space) as outlined below (deleted text in strikethrough and new text in bold):

ENG6. Provide a total for all stages of at least 71 car parking spaces for B99 vehicles including one (1) disabled bay, in compliance with the requirements of the current version of AS/NZS 2890.1 and in accordance with the requirements of

Schedule 1 and Table S1.1 of the *Kingaroy Shire IPA Planning Scheme*. Car parking shall be provided in stages as follows:

Stage	Car parking bays required
1	34 - ((17) for dwelling units, (12) for visitors, (2) for staff, (2) for disabled and (1) space to suit and be shared by both an for ambulance) Also 1 space for a HRV.
2	14 – (12) for dwelling units and (2) for visitors
3	23 – (15) dwelling units and (8) for visitors

ENG15. Markwell Street and Logan Street are each classified as a “street” for the purpose of the Kingaroy Shire Planning Scheme. The applicant must design and construct:

- a) as part of Stage 1 works, widening of the southern lane of Markwell Street for the complete frontage of Lot 4 RP178596, to match the alignment at the existing traffic island within Markwell Street, located opposite the western side of this property, complete with pavement construction, sealing and installation of layback K&C Type M3 along the southern road lane alignment including the southern, western and eastern sides of the traffic island; and
- b) ~~as part of Stage 3 works, Logan Street for the complete frontage of Lot 4 RP178596 to First Avenue must be constructed, paved, and bitumen-sealed for a width of 6.50m on an 8.0m formation with table drains.~~

~~Alternatively the applicant may prior to the commencement of Stage 3 enter into an Infrastructure Agreement with Council regarding the sealing of Logan Street as required by condition ENG15(b) above.~~

ENG17. As part of Stage 1 works, a footpath having a constructed concrete width of 1.5m and in accordance with the details in IPWEAQ standard drawing SEQ R-065, *Concrete Pathway Construction Details*, and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme must be constructed:

- a) **for the full frontage of the Markwell Street site**
- a) ~~along the southern verge of Markwell Street from First Avenue to the proposed entrance of the proposed development at Lot 4 RP178596; and~~
- b) ~~from and connecting to the existing concrete path that terminates on the western side of First Avenue near Markwell Street, to the kerb, terminating in a pram ramp.~~

ENG18. ~~A kerb (pram) ramp complete with TGSIs compliant with IPWEAQ standard drawings R-090 to R-094 inclusive shall be provided:~~

- a) ~~where the footpath terminates at the intersection with First Avenue, facing north at the southern verge of Markwell Street; and~~
- b) ~~facing south at the northern verge of Markwell Street adjacent to the intersection with First Avenue.~~

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Internal consultation was sought with Frank Scheele (Senior Engineer – Design & Technical Services). The applicant's representations were discussed with the Council and Senior Management at the August portfolio meeting. The recommendations in this report reflect the concerns of the Councillors and no additional technical advice was sought.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.2 P&LM - 1651395 - Reconfiguring of a Lot (Boundary realignment - 2 lots into 2 lots) - 3 East St Wondai & 14282 Bunya Highway Wondai - L467 FY2832 & L138 FY602 - Applicant - Queensland Botanicals Pty Ltd C/- ONF Surveyors - ROLC2016/0009

Document Information

IR No 1651395

Author Technical Officer Planning

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 4 October 2016

Précis

Reconfiguring of a Lot (Boundary realignment - 2 lots into 2 lots) - 3 East St Wondai & 14282 Bunya Highway Wondai - L467 FY2832 & L138 FY602 App - Queensland Botanicals Pty Ltd C/- ONF Surveyors - ROLC2016/0009

Summary

Key Point Summary

- Application is for the Reconfiguration of a Lot (Boundary Realignment 2 Lots into 2 Lots)
- Subject sites are zoned Rural and Industrial and the proposal is Code Assessable (Inconsistent Use) against the Wondai Shire IPA Planning Scheme
- Lot 467 is zoned Industrial, is 0.4410m² and contains a Dubosia Processing Plant. The expansion to the facility has prompted the requirement for additional land which will be used to store the dubosia offcuts
- Lot 138 is zoned Rural, is 84.1979Ha and contains a dwelling house, associated outbuildings, numerous dams and is used to graze cattle
- The proposal will result in the following configuration:
 - Lot 467 will be proposed Lot 2 and have an area of 1.65Ha. The property will be zoned part Industrial and part Rural. The Rural zoned portion of the land is only to be used to store the dubosia offcuts
 - Lot 138 will be proposed Lot 3 and have an area of 82.98Ha
- The development is considered an inconsistent use as it doesn't meet the minimum 200Ha lot size requirement in the Rural zone, however the expansion of the Dubosia Processing Plant and its proximity to the rural land adjoining the site provide a logical sequencing of development.
- It is recommended that a Development Permit for Reconfiguring a Lot (Boundary Realignment – 2 Lots into 2 Lots) be *approved* subject to reasonable and relevant conditions.

Officer's Recommendation

That Council **approves** a **Development Permit** to Reconfigure a Lot - (Boundary Realignment) at 3 East Street, Wondai (Lot 467 FY2832) and 14282 Bunya Highway, Wondai (Lot 138 FY602)), subject to the following conditions –

General

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application:
- Title: Proposed Boundary Realignment, Prepared by: O'Reilly Nunn Favier, Drawing no: 6093 P/1, Sheet No: 1 of 1 Rev A, Dated: 2/8/16
- Unless otherwise amended by the following conditions.
- GEN2. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.
- GEN3. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

Compliance Assessment

- GEN4. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the sealing of the Survey Plan, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

Natural Resources Valuation Fees

- RAL1. Payment of Department of Natural Resources and Mines valuation fee that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$94.00 (2 x \$47.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

Property Access

- ENG1. Prior to sealing the survey plan, ensure that property accesses in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Wondai Shire Council IPA Planning Scheme.

Only one access to each site will be permitted.

Stormwater

- ENG2. Management of stormwater shall be in accordance with Schedule 2, Tables S2.11, S2.12 and S2.13 *Design and Construction Standards* of the Wondai Shire IPA Planning Scheme.

Advice

- ADV1. Lot 2 will be zoned part Industrial and part Rural pursuant to the Kingaroy Shire IPA Planning Scheme. The rural zoned portion of Lot 2 is only to be utilised for the storage of dubosia offcuts. Access to the property is to be retained via East Street.
- ADV2. *Section 341(2)(a)* of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in

accordance with *section 341(7)* a related approval may extend the relevant (currency) period.

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV4. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—

- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
- b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.3 P&LM - 1627484 - Forwarding Material Change of Use (Major utility - telecommunication facility) Mundubbera Durong Road Boondooma - Lot 21 BO130 Applicant: Telstra Corporation Ltd MCUI2016/0005

Document Information

IR No 1627484

Author Technical Officer Planning

**Endorsed By Manager Planning & Land Management
General Manager Corporate Services**

Date 30 September 2016

Précis

Forwarding Material Change of Use (Major utility - telecommunication facility) Mundubbera Durong Road Boondooma - Lot 21 BO130 Applicant: Telstra Corporation Ltd MCUI2016/0005

Summary

- Application is to extend the existing Telstra Telecommunication Facility to meet the communication needs of the community. The tower is 39.5m in height and the extension will increase the height to 60.5m. The scope of works will consist of:-
 - Install 2x SCX3 parabolic antennas at 60.0m & 55.0m
 - LCF12-50J feeders F1 & F2 to new antennas.
 - Remove existing grid antennas GKA38 (24.0m) & KP10 (37.0m)
 - Install new guy blocks similar to existing, with modified guy take-off brackets to support 3rd level and stabiliser level guys, installed at approximately 32m away from the structure.
 - The existing equipment shelter will be utilised
- Subject site is included in the Rural Locality
- Application is Impact Assessable against:
 - Rural Locality Code
 - Telecommunications Facility Code
- The application triggered referral to SARA due to the proximity to State Controlled Road
- Application was publicly notified between 25 July 2016 and 16 August 2016 and no public submissions were received during the notification period; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* a Development Permit for Material Change of Use (Major Utility – Extension to Telecommunication Facility) at Mundubbera Durong Road, Boondooma (and described as Lot 21 on BO130) subject to the following conditions:

General

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Dwg No: QX250118/4, Radiocommunications Boondooma R/T Site Access, Sht No: 1 Index
 - Dwg No: QX250118/4, Radiocommunications Boondooma R/T Site Layout, Sht No: 2 Index
 - Dwg No: QX250118/4, Radiocommunications Boondooma R/T Proposed Elevation, Sht No: 3 Index
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. Maintain the site in a clean and orderly state at all times.
- GEN5. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN6. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works.

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV3. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this Report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

8. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation

8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Document Information

IR No 1664590

Author Cr Roz Frohloff

Date 10 October 2016

Précis

Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Summary

Cr Frohloff presented her Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Officer's Recommendation

That Cr Frohloff's Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.

9. Portfolio - Natural Resource Management, Parks and Indigenous Affairs

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

IR No 1664594

Author Cr Kathy Duff

Date 10 October 2016

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

Cr Duff presented her Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

Officer's Recommendation

That Cr Duff's Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

IR No 1664597

Author Cr Ros Heit

Date 10 October 2016

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

Cr Heit presented her Finance, ICT and Human Resources Portfolio Report to Council.

Officer's Recommendation

That Cr Heit's Finance, ICT and Human Resources Portfolio Report to Council be received.

10.2 Finance (F)

Officer's Reports

10.2.1 F - 1664742 - Monthly Financial Statements

Document Information

IR No 1664742

Author Finance Officer (Financial Reporting)

**Endorsed
By** General Manager Finance

Date 4 October 2016

Précis

Report on the Financial Position of South Burnett Regional Council as at 30 September 2016.

Summary

The following information provides a snapshot of Council's Financial Position as at 30 September 2016.

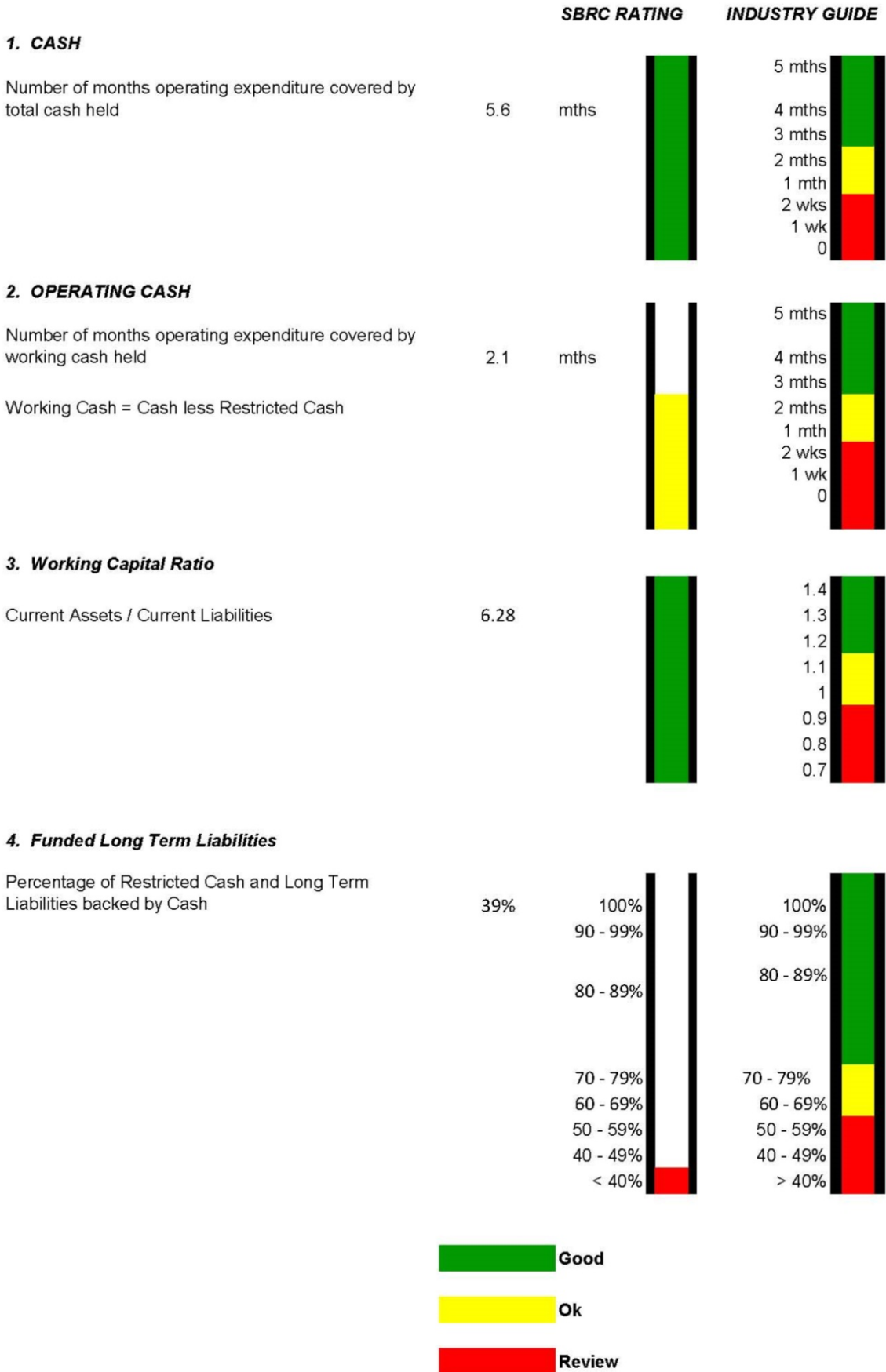
Officer's Recommendation

That the Monthly Financial Report as at 30 September 2016 be received and noted.

Key Financial Ratios

SOUTH BURNETT REGIONAL COUNCIL

FINANCIAL SCORECARD



Statement of Comprehensive Income**Statement of Comprehensive Income**

As at 30 September 2016

25% of Year Complete

	2017	Original Budget	Amended Budget	%
	\$	\$	\$	to Amended Budget
Income				
Revenue				
Recurrent Revenue				
Rates, levies and charges	25,659,495	44,163,446	44,058,446	58%
Fees and charges	1,300,963	4,335,478	4,335,478	30%
Rental Income	109,870	521,645	521,645	21%
Interest received	168,917	1,720,166	1,720,166	10%
Sales revenue	220,751	3,257,650	3,257,650	7%
Other Income	138,216	458,676	529,751	26%
Grants, Subsidies, Contributions & Donations	1,768,889	7,530,996	7,526,979	24%
	29,367,101	61,988,057	61,950,115	
Capital Revenue				
Grants, Subsidies, Contributions & Donations	3,610,803	10,544,224	9,693,890	37%
Total Revenue	32,977,904	72,532,281	71,644,005	
Total Income	32,977,904	72,532,281	71,644,005	46%
Expenses				
Recurrent Expenses				
Employee benefits	4,901,118	22,475,373	22,591,516	22%
Materials and services	5,343,918	22,217,186	21,974,108	24%
Finance costs	16,546	2,042,350	2,042,350	1%
Depreciation and amortisation	3,615,864	14,463,457	14,463,457	25%
	13,877,447	61,198,366	61,071,431	
Capital Expenses				
	(183,642)	(461,250)	(461,250)	40%
Total Expense	13,693,805	60,737,116	60,610,181	23%
Net Result	19,284,099	11,795,165	11,033,824	

Statement of Financial Position**Statement of Financial Position****As at 30 September 2016**

	2017 \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	25,939,737	30,851,782
Trade and Other Receivables	25,287,181	7,975,857
Inventories	1,256,187	1,171,238
Investments	-	-
Total Current Assets	52,483,105	39,998,877
Non-Current Assets		
Trade and other receivables	-	-
Property, Plant and Equipment	875,305,960	871,197,372
Intangible Assets	9,004,753	8,342,649
Total Non-Current Assets	884,310,714	879,540,021
TOTAL ASSETS	936,793,818	919,538,898
Current Liabilities		
Trade and other payables	2,838,441	5,239,518
Borrowings	2,213,721	2,363,056
Provisions	3,306,231	3,333,022
Total Current Liabilities	8,358,393	10,935,596
Non-Current Liabilities		
Borrowings	38,384,149	42,561,128
Provisions	11,612,607	11,612,607
Total Non-Current Liabilities	49,996,756	54,173,735
TOTAL LIABILITIES	58,355,149	65,109,331
NET COMMUNITY ASSETS	878,438,669	854,429,567
Community Equity		
Asset Revaluation Surplus	430,783,167	422,771,616
Retained Surplus/(Deficiency)	447,655,502	431,657,951
TOTAL COMMUNITY EQUITY	878,438,669	854,429,567

Financial and Resource Implications

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 27 June 2016.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Monitored by budget managers.

Legal Implications (Statutory Basis, Legal Risks)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

Asset Management Implications

Depreciation levels adopted with budget with assets in all asset classes maintained to appropriate standards and service levels.

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 1664763 - Reports for the Information of Council

Document Information

IR No 1664763

Author Executive Assistant

Date 4 October 2016

Précis

Reports received for the Information of Council.

Summary

South Burnett Regional Council Monthly Capital Works Report
List of correspondence pending completion of assessment report
Delegated Authority Report
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

13. Confidential Section

13.1 CONF - 1664732 - Outstanding Dog Registrations

Document Information

IR No 1664732

Author Acting General Manager Corporate Services

Date 4 October 2016

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section (275(1)(c) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (c) the local government's budget

13.2 CONF - 1664965 - SBRCQ - 16/17-01 - Call for Quote for Disposal of Regulated Liquid Waste - Grease Trap and Oily Water

Document Information

IR No 1664965

Author Acting General Manager Corporate Services

Date 4 October 2016

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

13.3 CONF - 1664787 - SBRCQ - 16/17 - 02 - Collection/Removal of Waste Oils (motor and cooking oil) and paint from waste facilities throughout the South Burnett Region

Document Information

IR No 1664787

Author Acting General Manager Corporate Services

Date 4 October 2016

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

